E. G. S. PILLAY ENGINEERING COLLEGE (AUTONOMOUS)
NAGAPATTINAM
Approved by AICTE, New Delhi **|** Affiliated to Anna University, Chennai
Accredited by NAAC with 'A' Grade **|** An ISO 9001 2015 Certified Institution Accredited
Programmes by NBA(CIVIL,CSE,ECE,EEE,IT,MECH)
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HANDBOOK

ON

HUMAN RESOURCE POLICY,

DUTIES AND RESPONSIBILITIES AND

ACADEMIC PROCEDURE

January 2023

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PREFACE

Any professional institution, aspiring for growth and development in the field of education, should have a clear vision of its policies and procedures for the furtherance and fruition of its activities. Notwithstanding good infrastructure in terms of buildings, laboratories, staff and other amenities, over-all academic achievement will be painfully low if the procedures, duties, responsibilities and target of every member of the teaching faculty and other employees are not clearly defined and strictly adhered to.

Individuals can put in their best efforts and direct their energies to the total fulfillment of their tasks, only if their duties and responsibilities are clearly known to them. Efficient functioning, achieving the targets, building individual profiles, avoidance of confusion and creation of good rapport with colleagues are possible only if the individuals are fully aware of the procedures and policies.

With this perspective in view, comprehensive, Human Resource norms, guidelines, procedures, duties and responsibilities for various activities have been conceived and given shape to by the combined efforts of the head of the institution and the management.

It is hoped that strict observance of these procedures and achievement of targets will eventually turn every teacher and employee into a role model to be emulated by every student of this Institution. It is also the earnest hope of the management that every member of the teaching faculty and all the employees will put in their right effort to give a positive direction towards synthesizing and imparting cost-effective quality technical education of an exceptionally high standard, for molding the personalities of future engineers.

Principal

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CHAPTER – 1

SERVICE RULES

GENERAL RULES:

1.1 INTRODUCTION:-

These rules may be called as "General Service Rules" of E.G.S.Pillay Engineering College herein after called as "College" and they shall come into force with effect from the date of approval of the Governing Body of the College.

These rules shall apply to the holders of all the categories of posts, whethertemporary or permanent, under the employment of the College.

1.2 DEFINITIONS:-

1. **College means:-**E.G.S.Pillay Engineering College, Nagapattinam,

   NagapattinamDistrict.

2. **Governing BodyMeans:-** Governing Body of the College

3. **Chairman means:-** Chairman of the College

4. **Managing Trustee means:-** Managing Trustee of the College

5. **Principal means:-** Principal of the College

6. **Employee means:-** The employee of the College

7. **Approved Candidate means:-** A candidate whose name appears in the authorizedlist of candidates approved by the competent authority or committee for the appointment to a particular post or category.

8. **Temporary means:-** A member appointed initially for a limited period.

9. **Permanent means:-** A member appointed initially in a category or post and who has satisfactorily completed the minimum years of service prescribed by the competent authority.

10. **Backward Class means:-** The community declared so, by the Government of TamilNadu.

11. **Most Backward Class/DNC means:-** The community declared so, by the Government of TamilNadu.

12. **SC/ST means:-** The community declared so, by the Government of TamilNadu.

1.3   **RECRUITMENT PROCEDURE:-**

The normal method of recruitment to any service in the teaching cadre is either solely by direct recruitment or by promotion duly satisfying other conditions for promotion from lower cadre to higher cadre, approved by the competent authority.

1.4   **SERVICE BOOK:-**

Service Book in the prescribed form should be maintained by the College for all the employees of the college. It shall contain among others, the particulars of the service rendered by the employees, increments earned by them, promotion, awards, punishments given to them, from the date of entry up to the date of their leaving the College. Attestation of the entries in the Service book should be got from the Principal, from time to time.

1.5   **QUALIFYING SERVICE:-**

The total period of service put in by an employee either in other Engineering Colleges or in E.G.S.PillayEngineering College shall be considered in all Engineering disciplines, Science and Humanities, MBA and MCA. However, for Science and Humanities, MCA, MBA discipline 50 % services rendered by a candidate in an affiliated Arts and Science College shall be taken into consideration at the entry level of appointment.

1.6   **EXTENSION OF TEMPORARY SERVICE:-**

If the appointing authority is of the view that the work and conduct of the temporary staff have not been satisfactory, that the notes / memos of warning issued to them had no avail and that the temporary staff is found incapable of discharging the duties entrusted to him/her, the appointing authority may, with reference to the materials placed on record, terminate his/her service or extend the period of temporary service.

1.7 REMOVAL OF PERMANENT STAFF FROM SERVICE:-

If the permanent staff is found not suitable to carryout the entrusted work or possesses / displays bad conduct which may be detrimental to the student community as a whole, a show cause notice shall be given to the individual by the Principal. The explanation of the individual shall be placed before the appointing authority for final orders either for continuance or for reduction of cadre or reduction of salary or removal from service.

1.8 SENIORITY:-

The seniority of a person in a category shall, unless he/she has been placed to lower rank as a punishment, be determined by the total qualifying service rendered by him/her in the post. Seniority will be lost based on the number of LOPs and EOL s availed.

1.9 RESIGNATION BY EMPLOYEES:-

A candidate, when appointed as a staff in this college shall work for a minimum period of one year. He/she shall be relieved only at the end of the semester after completing one year of service and also completing all the academic work pertaining to the semester concerned. Employees should submit three months notice before resign from institution. In case of any shortage in threemonths' notice period, appropriate recovery will be made.

1.10   INCREMENTS:-

All the staff members in a post or cadre on time scale of pay are eligible for increments in that time scale by putting in one year of service as on 1st August unless it is withheld as a measure of punishment. An increment may be withheld by the competent authority if his/her conduct has not been good or his/her work has not been satisfactory or therehas been many LOPs and EOLs.

1.11   RETIREMENT:-

Except as otherwise, the college teachers and Principal shall normally retire from service in accordance with the age fixed by the AICTE. The teachers completing the age of retirement by superannuation during the middle of the academic year may, however be permitted to continue in service till the close of the academic year.

1.12   ANNUAL PERFORMANCE APPRAISAL REPORT:

The faculty member shall submit the open and transparent performance report every year, containing the teacher's academic activities and achievements. The H.O.D. shall offer his remarks and observation on the report. The Performance Assessment Committee headed by the Secretary shall review the reports and finalize. The assessment shall be used for the following purposes.

1.   Award of annual increments.
2.   Award of special increments and awards for superior performance.
3.   Award of career advancement and promotion.
4.   Monitoring and recording of the regular growth of each faculty member.

1.13   POWER TO MODIFY THE RULES:-

1.13.1 These rules are subject to modifications or amendments as may be made from time to time by the Governing body.

1.13.2 If any dispute arises in the interpretation of these rules, the decision of the Governing body shall be final.

CHAPTER 2

RECRUITMENT PROCEDURE– FACULTY

2.1 PRINCIPAL

2.1.1   Category   :   Principal
                                   Scale of Pay: Rs.37400-67000 + AGP-10000
                                   (Plus a special allowance Rs.10000/=)

2.1.2   Qualification :   As Per AICTE Norms

2.1.3   Experience   :   Professor in relevant discipline with total experience
                                   Of15 years in the field of Teaching / Industry /
                                   Research

2.1.4   Age   :   Maximum age limit for holding the post of Principal
                                   Shall be 65 years of age or the age fixed by the
                                   AICTE

2.1.5   Mode of recruitment: (i)   Advertisement in college website , in leading
                                             National Dailies,ndicating the post shall be made
                                             .

                                        (ii)   Applications received against the advertisement shall be
                                                 scrutinized by a Committee and a list of eligible candidates
                                                     shall be short listed.

                                        (iii)   All eligible candidates will be called for an interview.

                                        (iv)   There shall be a Selection Committee consisting of the
                                                 following Members:

1. Chairman/ Secretary
2. Joint Secretary
3. Director/Head/Administration/HOD/Senior Faculty Member
4. One External Expert

2.1.6   Appointing Authority: Chairman / Secretary

2.2 RECRUITMENT PROCEDURE -COMMON TOALL DISCIPLINE

2.2.1 Advertisement in college Website will be made in leading Dailies, indicating the posts.

2.2.2 Applications received against the advertisement shall be scrutinized discipline wise and a list of eligible candidates will be prepared.

2.2.3 All eligible candidates will be called for the interview and interview will be conducted by the selection committee.

2.2.4   There shall be a Selection Committee consisting of the following Members:

1. Chairman or Managing Trustee or any one of their representatives.
2. Principal
3. One member from the Governing Body
4. One external expert preferably from Anna University.
5. HOD concerned
6. One Senior Faculty

2.2.5 Interview procedure: The candidates shall be requested by the   Committee to give a technical presentation on any one topic of their interest for about 10 minutes, to assess their communication skills and then the personal interview shall be conducted to assess their technical knowledge.   The Committee shall prepare a panel of selected candidates in the order of merit.

2.2.6   Age   :   Should not have completed 65 years of age as on 1st June of the year for which recruitment is being made. The   Governing body may how every, relax this age rule in favour of any deserving individual on the recommendation of the Principal. This is applicable to all categories.

2.2.7   Scale of pay   :   Assistant Professor
15600-39100 + AGP 6000

Associate Professor
37400-67000 +AGP8000

Professor
37400-67000+ AGP 10000

2.2.8   Reckoning of service :   Qualifying period of experience and service referred for promotion in sections 2.3 will be reckoned as on 1st August of the year.

2.2.9   Appointing Authority :   Secretary/Management

2.3 FACULTY NORMS

The qualification experience and other requirements for various posts relating to different departments are given below:

ENGINEERING & TECHNOLOGY

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
* Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
* Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching /research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI/SCIE**/** UGC **/** AICTE approved list of journals	
* Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching /research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI **/** SCIE / UGC **/** AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR	
	At least 10 research publications at the level of Associate Professor in SCI / SCIE **/** UGC / AICTE approved list of journals till the date of eligibility of promotion	
* Principal of Engineering College	❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology ❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE / UGC / AICTE approved list of journals ❖ Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor	

MASTER OF COMPUTER APPLICATIONS (MCA)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
* Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M.Tech. in the relevant branch with First Class or equivalent in any one of the degrees	Experience not mandatory
	(OR)	
	B.E., B.Tech. and M.C.A. with First Class or equivalent in any one of the two degrees	Experience not mandatory
	(OR)	
	Bachelor Degree of three years duration with Mathematics as a compulsory subject and MCA with First Class or equivalent	2 years of relevant experience after acquiring degree of MCA.
*Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
* Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC/ AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR	
	At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC/ AICTE approved list of journals till the date of eligibility of promotion	

	❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
* Principal / Director for Stand-Alone College	❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI / SCIE journals / UGC / AICTE approved list of journals
	❖ Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor

MANAGEMENT PROGRAMMES

CADRE	QUALIFICATION		MINIMUM EXPERIENCE
*Assistant Professor	Bachelor's Degree in any discipline andMaster's Degree in Business Administration / PGDM / C.A. / ICWA/ M.Com. with FirstClass or equivalent		2 years of relevant experience professional experience after acquiring the Master's degree.
*Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch		Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI / SCIE / UGC / AICTE approved list of journals	
* Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch		Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI /SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR	

	At least 10 research publications at the level of Associate Professor in SCI/SCIE journals / UGC /AICTE approved list of journals till the date of eligibility of promotion

* Principal / Director for Stand-Alone Colleges	❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch ❖ At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI/SCIE journals / UGC / AICTE approved list of journals ❖ Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor

HUMANITIES AND SCIENCES

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
*Assistant Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph.D. Candidates shall be exempted from the requirement of SLET/NET.	Experience not mandatory
*Associate Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject **AND** Minimum of seven publications in the peer-reviewed or UGC-listed Journals	8 years experience teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry
	Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality,	A minimum of 10 years of teaching experience in university/college as Assistant

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*Professor	actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals	Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate
	OR	
	Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years experience	

Additional Information on Faculty Eligibility

1. All U.G. and P.G. Degrees (Full time / Part time) awarded by any **UGC approved** Universitiesare **eligible**.

2. U.G. and P.G. Engineering Degrees (B.E. / B.Tech. / B.Arch. or M.E. / M.Tech. / M.Arch. / M.Plan.) obtained by **Correspondence / Distance education** are **not eligible**.

3. **Ph.D**. Degrees obtained from foreign Universities (obtained by correspondence / Distance mode) are **not eligible**. Ph.D. Degrees awarded by Institutions not approved by UGC are **noteligible**.

4. **Ph.D.** Degrees obtained from IIT's/IISc/NIT directly after B.E./B.Tech. are **eligible**

5. **M.S.** Degrees obtained from NIT, IIT, IISc, Anna University are eligible & endorsement by AIU is not required.

6. Non-Engineering Degrees such as M.B.A. / M.C.A. / M.Sc. / M.Phil. / M.A. obtained by correspondence / Distance mode from UGC approved Universities are **eligible**.

7. **Interdisciplinary Degree holders could work** as faculty in any of the departments from which either the U.G. or P.G. degree was obtained. [eg. 1. B.E. (CSE) and M.E. (VLSI) degreeholder could work in either CSE or ECE] [eg. 2. B.E. (EEE) and M.E. (Environmental Engineering)] could work as faculty either in Chemical / Civil Engineering Department or in EEE Department.

8. M.E. / M.Tech. Degree holders after M.Sc. / M.C.A. **are permitted to continue** as faculty in their respective Engineering Departments. Fresh appointments with M.E. / M.Tech. Degree after M.Sc. / M.C.A. should have obtained their Engineering Degree latest by the year 2011 for Two-year Regular M.E. / M.Tech. Degree holders and by the year 2012 for Three-year Part-time M.E. / M.Tech. Degree holders.

9. Fifty percent (50%) of the Industrial Experience can be considered as Work Experience, onlyif the faculty member has experience $\geq$ 10 years in an Industry. The industry should have been in existence for atleast 10 years.

10. Faculty members who had completed their P.G. and / or Ph.D. degree from foreign Universities should upload the Equivalence Certificate issued by Association of IndianUniversities (AIU), www.aiu.ac.in

11. Faculty members who have completed their M.Phil. & Ph.D. degrees under Correspondence/ Distance Education / Open University System from the academic year 2007-2008 shall not be considered as per G.O.(Ms) No.91, Higher Education (K2) Department, dated: 03.04.2009.

12. Existing incumbents recruited as Faculty with basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), M.C.A., PGDM, AMIE / M. Com. and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications asprescribed, if any, for various teaching posts.

13. Maximum age limit for all the Cadres of Faculty Members / Principal is 65 years. Faculty members who have obtained their Ph.D. in full time mode, Experience shall be reckoned from the date of Ph.D. viva-voce examination

CHAPTER - 3

RECRUITMENT PROCEDURE – NON-TEACHING STAFF

3.1   TECHNICAL POSTS

3.1.1   Categories of Post   :   a. System Programmer / System Administrator
Scale of Pay: 9300-34800
b. Technical Assistant Scale of Pay: 5000-34800
c. Skilled Assistant Scale of Pay: 4000-20200
d. Office Assistant Scale of Pay: 3000-10000

3.1.2   Qualification and Experience :

	Qualification	**Experience**
a. System Programmer / System Administrator	B.Sc.(CS) or BCA or Dip.in Computer Tech (D.C. Tech)	Minimum one year experience is required in the field of Computer maintenance and trouble shooting
b. Technical Assistant	A pass in the Diploma course in the relevant field	Minimum one year experience is required in EngineeringCollege maintaining laboratory equipments / apparatus and handling laboratory experiments for helping the students.
c. Skilled Assistant	A pass in 10th class with ITI - or + 2 or 10th class with Minimum 2 years experience in Engineering Colleges	
d. Office Assistant	A pass in 10thor +2 or its Equivalent	Experience in Engineering Colleges Will be given preference

3.1.3   Age   :   Should have completed 18 years of age but
                                                      less than 60 years as on 1st July for
                                                      all the above categories of post.

3.1.4   Mode of recruitment   :   Advertisement in leading Dailies, indicating
                                                     the posts shall be made.
  i.   Applications received against the advertisement shall
       be scrutinized by the HODs concerned and put up a list
       of eligible candidates to the Principal.

  ii. All eligible candidates will be called for an interview.

  iii. There shall be a Selection Committee consisting of the
       following members:

       1. Chairman or Managing Trustee or any one of their
       representatives.
       2. Principal
       3. One member from the Governing Body
       3. One external expert preferably from Anna
       University.
       4. HOD concerned
       5. One Senior Faculty

3.1.5   Appointing Authority   :   Secretary/Management

3.2   LIBRARYAND PHYSICAL EDUCATION STAFF

3.2.1   Categories of Post   :   a. Librarian
                                                      Scale of Pay: 15600 - 39100

                                                      b. Assistant Librarian
                                                      Scale of Pay: 9300 - 34800

                                                      c. Library Assistant
                                                      Scale of Pay: 5200-20200

                                                      d. Director of Physical Education
                                                      Scale of Pay:15600– 39100

                                                      e. Assistant Director of Physical
                                                        Education
                                                      Scale of Pay: 9300-34800

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f. Physical Training Instructor
Scale of Pay: 5200-20200

g. Field Marker
Scale of Pay: 4800-10000

3.2.2   Qualification and Experience   :

a. Librarian   :   A PG Degree in Library and Information Science (MLIS) with Computer Knowledge and 10 years of experience in an academic institution preferably in engineering Colleges or University out of which 5 yearsmust be in the capacity of Assistant Librarian.

b. Assistant Librarian   :   A PG Degree in Library and Information Science(MLIS) with Computer knowledge and 3 years of experience in an academic institution preferably inEngineering Colleges or University. Fresher shall also be considered based on their merit and ability.

c. Library Assistant   :   A Pass in 10th or +2 with certificate course in Library science, with a minimum one year experience in alocal Library or College Library.

d. Director of Physical Education   :   A PG Degree in Physical Education with M.Phil in the relevant field and computer knowledge and 5 years of experience in an academic institution,preferably in Engineering Colleges.

e. Assistant Director of Physical   :   A UG Degree in Physical Education with Educationcomputer knowledge and 3 years of experience in an academic institution preferably inEngineering Colleges. Certificate course in Yoga willbe considered as additional qualification. Fresher shall also be considered based on their merit and ability.

f. Physical Training Instructor   :Any Bachelors Degree with a Certificate course in Physical Education with computer knowledge.
.

g. Field Marker   :   A pass in 10th class

3.2.3Age   :   Should have completed 18 years of age but less than 60 years as on 1st July for all the above categories of post. However retired persons can hold the post up to 65 years.

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3.2.4   Mode of recruitment   :   Advertisement shall be made in leading
Dailies, indicating the posts.

1. Applications received against the advertisement shall be scrutinized by the Department concerned and a list of eligible candidates will be put up to the Principal.

2. All eligible candidates will be called for an interview.

3. There shall be a Selection Committee
   consisting of the   following members:
    1. Chairman or Managing Trustee or any one of their representatives.
    2. Principal
    3. One member from the Governing Body
    3. One external expert preferably from Anna University.
    4. HOD concerned
    5. One Senior Faculty

3.2.5   Appointing Authority   :   Secretary/Management

3.3 ADMINISTRATIVE POSTS

3.3.1   Categories of Post   :   a. Office Manager
Scale of Pay :15600-39100

b. Office Superintendent
Scale of Pay: 9300-48000

c. Senior Assistant / Personal Secretary to Principal
Scale of Pay: 5200 - 20200
d. Junior Assistant
Scale of Pay: 5200-20200

e. Office Assistant
Scale of Pay: 4800-10000
f. Driver
Scale of Pay:5200-20200

3.3.2   Qualification and Experience   :

a. Office Manager   :   A PG Degree with Computer knowledgewith 10 years of Administrative experience in an academic institution preferably in EngineeringColleges or University or Directorate

of Technical Education, out of which 5 years must be in the capacity of Superintendent.

<div align="center">Or</div>

A Bachelors Degree with computer knowledge with 20 years of Administrative experience in an academic institution preferably in EngineeringColleges or University or Directorate of Technical Education, out of which 10 years must be in the capacity of Superintendent.

b. Office Superintendent	:	A Bachelors Degree with computer knowledge with 15 years of Administrative experience in an academic institution preferably in EngineeringColleges or University or Directorate of Technical Education, out of which 7 years must be in the capacity of Assistant or Senior Assistant or Personal Secretary to Principal.
c. Senior Assistant /	:	A Bachelors Degree with computer Personal Secretary to Principalknowledgewith 5 years of Administrative experience in the Junior Assistant level,in an academic institution, preferably in Engineering Colleges.
d. Junior Assistant	:	A Bachelors Degree with computer knowledge, with 2 years of Administrative experience in an academic institution, preferably in Engineering Colleges.

<div align="center">Or</div>

Fresher shall also be considered, based on their merit and ability.

e. Office Assistant	:		A pass in 10thclass;good physique is essential.
f. Driver	:	(i)	A pass in 10th class

1. Must possess a valid license for driving a heavy / light transport vehicle issued by the competent authority

2. Must have elementary knowledge of auto-mechanism.

3. Must possess First Aid Certificate

4. Must have one year experience in driving.

3.3.3   Age   :   Should have completed 18 years of age
                                                          but less than 60 years as on 1st July for all the
                                                          above categories of post. However,retired persons
                                                          can hold the post up to 65 years.

3.3.4   Mode of recruitment   :   Advertisement shall be made in leading
Dailies, indicating the posts.

       i. Applications received against the advertisement shall be scrutinized by the HODs concerned and a list of eligible candidates will be put up to the Principal.

      ii. All eligible candidates will be called for an interview.

      iii. There shall be a Selection   Committee consisting of the following Members:
           1. Chairman or Managing Trustee or any one of their representatives.
           2. Principal
           3. One member from the Governing Body
           3. One external expert preferably from Anna University.
           4. HOD concerned
           5. One Senior Faculty

3.3.5   Appointing Authority   :   Secretary/Management

CHAPTER 4

PROMOTIONAL PROCEDURES

4.1 ELIGIBILITY:

The HOD shall be asked to prepare a list of all qualified and eligible candidates for promotion as Associate Professor and Professor in the month of 31st June every year. The HOD shall also request the faculty members to submit an annual performance appraisal report from various departments, along with the personal remarks of the HOD for each individual. The qualification and experience to become eligible for promotion are the same as given in chapter 2 for direct recruitment.

4.2   SCREENING COMMITTEE:

A Screening Committee will be constituted with the following Members:
1. Chairman/Secretary
2. Principal
3. Director or HOD concerned

4.3   SELECTION PROCEDURE FOR PROMOTION:

The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing body along with the Service Register of the individuals for approval. The approved candidates shall be promoted.

CHAPTER 5

ACADEMIC PROCEDURE

5.1 CONTINUOUS ASSESSMENT TEST (CAT)

The COE will conduct the CAT as per Regulations. Optional test will be conducted as per the norms

5.2 END SEMESTER EXAMINATION:

All exams are conducted by the COE commonly for all the departments as per academic schedule.

5.3 ABSENTEEISM FOR TEST:

Absenteeism for tests is not allowed. Leave or OD will not be sanctioned on that day.Further,Students who are absent for tests will not be allowed to attend classes until his/her parent meets the H.O.D.

5.4 CORRECTIVE MEASURES FOR FAILURE IN TESTs:

Faculty will ensure that the students failed (< 50%)in tests, perform well in further special test by taking prior corrective action like Assignment / Special coaching classes/tutorialetc., The HOD will intimate the parents through a letter in case of poor performance in tests.

5.5 COACHING CLASS:

The subject teacher shall arrange coaching class after class hours (duration 1 hour) for those students who have failed (< 50%) in tests. The coaching classes will commence immediately after test. The HOD will prepare the schedule for coaching class and get it approved by principal. Absenteeism in coaching will not be permitted. Students absent for coaching classes are strictly not allowed to attend classes the next day without their parents meeting HOD/Principal. Parents need to give written undertaking. Special coaching classes on holidays will also be conducted by subject teachers for poor learners.

The HOD will visit the coaching class and take attendance and ask those students who were absent for the coaching class to bring their parents for counseling. The parents should give an undertaking.

5.6 INTERNAL MARKS:

Allotment of Internal marks is purely based on Autonomous Regulation

5.7   TEXT BOOKS:

Possession of a prescribed text book by the student for every subject in the semester concerned is mandatory. The student can either purchase all books on his own or avail the book bank facilities in the college. Books along with proof of purchasearetobe produced for verification by HOD.

5.8 STUDENT ATTENDANCE:

5.8.1   The Class teacher will take the student attendance using MASTER Attendance at the beginning of the first hour and forward the attendance particulars to COE through HOD, which in turn submits the report to Principal /Chairman.

5.8.2   Attendance will also be taken in all periods by the subject teacher concern in hourlyattendance. Individual teachers handling theory classes and labs have to mark the attendance in that register for their periods on day to day basis. It will be monitored by the HOD.

5.8.3   If a student is absent for one day (or two days) due to sickness or unforeseen circumstances, he should report to the class teacher on the day he attends the college with a leave letter signed by parent and also with Medical Certificate. If he reports without leave letter, the HOD will not allow the student to attend classes but will send him/her home after getting the consent of the Principal and his/her parents will be informed by the class teacher by phone. The parents should have informed the HOD or Principal by phone regarding the absence of his/ her ward in such cases. If the above procedure is not followed, then he / she is considered absent without sanction.

5.8.4   If any student absents for more than 2 days due to sickness, the parent should send fax ora medical certificate on the first day of absence or subsequently to HOD and the student should come to the college along with the parent, on the reporting day. Student reporting after abstaining from classes on previous day(s) without MC or without prior information will be marked Absent (A).

5.8.5   Under normal circumstances, such as attending a relative's marriage, or family function etc. a student should get prior permission from theHODand submit leave letter to HOD to avail the leave. If he/she is absent without prior submission, he/she is considered absent (A).

5.8.6   Absenteeism with sanction is considered as leave (L).   Absenteeism without sanction is considered as Absent (A). If 'A' occurs on three occasions in a semester it will be treated as removal of name from rolls. The student has to meet the Principal with parent.

5.8.7   Individualfaculty has the freedom to send the student out and or mark absent for inattentiveness / indisciplinedbehavior in the class in their class attendance (hourly attendance).

5.8.8   If a student is absent from class for one period, he will be treated as absent for half- a- day.

5.8.9   Late comers to class either during first hour of the day or tea break or lunch hour will not be allowed to attend the class by the Disciplinary Committee, which will

be monitoring the movement of students during working hours in the College. Students will be asked to spend that hour in the library and attend from next hour.

5.8.10   The percentage of attendance is calculated by the respective subject teacher based on hourly attendance only and overall attendance will be compiled by class Coordinator.

5.8.11   Internal Marks (5 Marks) for the attendance for Each Subject based on regulationis calculated by the individual faculty based only on the hourly attendance, maintained by them.

5.8.12   If a student is present on all working days in a semester, he will be rewarded a certificate on College Dayfor 100% attendance.

5.8.13   Student monthly attendance shall be calculated using master attendance register maintained in the HOD's office. The monthly attendance shall be published by the HOD.   If the attendance is <75%, the parents should be informed and summoned for discussion.

5.8.14 Student Leave letter, Medical certificates and undertaking from parents, percent attendance etc should be maintained in HOD's office.

5.9 FACULTY ATTENDANCE

Bio-metric attendance system involving finger print will be adopted for faculty and non-teaching staff.

5.10 LECTURE NOTES

Each faculty member will have to submit a hand written lecture notes(Computer Print-out acceptable but Xerox copies are not acceptable) for the first 2 ½ units of his / her subject to the HOD before commencement of each semester.

During the course of the semester, the balance lecture notes for remaining 2 ½ units need to be handed over to the HOD. The lecture notes will be reviewed by the HOD. At the end of each semester, the lecture notes for all the 5 units will be submitted in the spiral bound form and kept in the respective department technical library. The Principal will monitor the proper submission of such notes by the faculty members to HOD and pull up the defaulters. The Principal will also review the quality of the lecture notes.

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5.11   COURSE FILE: (FACULTY)

Each faculty member has to maintain a **Course File** and a **Personal File**. The course file will contain a copy of the lecture notes and the following:

1. Preface
2. Authorization
3. Syllabus
4. Course Description
5. Student Name List
6. Department PEOs and POs
7. Course Plan
8. Assignment
9. Time Table for that subject
10. Question Bank
11. CAT-I Question Paper with key and samples
12. CAT-II Question Paper with key and samples
13. Result Analysis for Tests
14. Lecturer Note
15. Study Material
16. Table of Specifications
17. Question Papers mapping with course outcome
18. Outcome Assessment Report

5.12   PERSONAL FILE (FACULTY):-

Each faculty has to maintain a Personal File. The personal file will contain a copy of the following.

1. Appointment Order copy

2. Joining Report copy

3. Promotion Orders copy

4. Copies of Technical papers presented in conferences

5. Seminars / Conferences attended and other similar details.

6. Faculty Development Programme attended – certificate copy

7. Higher study undergoing

8. Personal profile

9. Copies of experience certificate

10. Copies of Degree certificates.

5.13   ACADEMIC WORK LOAD:-

The HoDwill allot theory andpractical course to the faculty members.

5.13.1 LABORATORY:

There will be a maximum of 36studentsperbatch.Twoteachers per batch and oneTechnical Assistant per lab are made available.

5.14   DEPARTMENTAL FACILITIES:-

Each department is provided with a minimum of 2 computers with internet connectivity, 1 printer cum scanner, LCD projector.

5.15   PROCEDURE FOR FINAL YEAR PROJECT:-

5.15.1 The Project Coordinator should be identified by the Director / HOD and should be asked to coordinate the various activities relating to the project work.Individual review committees will be formed for each branch of study. The committee will consist of HoD, senior faculty members and Project coordinator. The committee meetings will be convened by the HoD as per schedule provided by the principal.

5.15.2 The faculty members should give the broad areas of their interest in guiding the final year project by the second week of July. The HOD and the Coordinator should group the students into batches with maximum of 4 and minimum 3 members considering their willingness and preference by second week of July. The guides for the different batches are to be identified and fixed based on the area of interest and mutual consent, by third week of July.

5.15.3 The students and project guide shall be allowed to fix up project within the department or to select project from companies located within Tamil Nadu by the first week of September and submit to Principal Office. However the companies should be fixed such that students reach the college from the company to attend the class work

5.15.4 The students will be given time for project work during the working days after attending any class as per university syllabus given. This will facilitate the students to have continuous association with the college, which may be useful when campus interviews are programmed during their working days in the college.

5.15.5 Finalized project title and external guide should be identified and lists sent to the Principal by the second week of September.

5.15.6 Students start their literature survey for the project work and complete by the end of the 7th semester, so that the project work can be commenced during the 7th semester itself. Review of the abstract of the project and approval by the project review committee of the department to be completed by first week of December

(Tentatively), before the commencement of University Lab / Theory Examinations.

5.15.7 Azeroth review must be conducted for all batches before the end of 7th semester. The Project Coordinator and the group guide must evaluate the project and suggest the student on improvement / changes to be made. zeroth review carry 50 marks and should be completed by first week of December.

5.15.8 The project review committee shall review the progress on the project work (First Review) bythefirst week of February and suggest the course of action for the timely and successful completion of the project work. The First Review will be evaluated for 50 marks.

5.15.9 The second review of the project work by the project review committee shall be by the first week of March. The second review – evaluated for 50 marks. Internal mark for project is based on the average mark obtained in Zeroth, first and second reviews. Project Coordinator will allot the internal marks in consultation with internal project guide of each batch.

5.15.10.The final review and approval of the documentation of the project by the review committee shall be completed by first week of April. The bound project report is to be submitted following the final review.

5.16   CONDUCT OF LAB CLASSES:-

5.16.1   The staff in-charge of lab course shall prepare the list of experiments to be conducted, subject to a minimum of 10 experiments and also shall prepare their laboratory manual and supply it to the students.

5.16.2   The number of students per batch shall be restricted to a maximum of 3. However individual terminals may be given for every student in the computer lab.

5.16.3   The faculty shall give explanation for each experiment before the commencement of the practical classes .The faculty shall inform the students to come prepared for viva-voce questions, to draw the circuit diagram if any and to explain the objectives and procedure of the experiments.

5.16.4   The staff in-charge shall ask viva-voce questions and also ask the students to explain the objectives and procedures for conducting the experiments for about 10 minutes and assign marks in the observation note book based on the response of the students.

5.16.5   The staff in-charge shall ensure that the record of experiment of the previous week is submitted by every student or else the students should be asked to sit at one corner in the lab and write the record. The list of students who have not submitted the records shall be sent to the H.O.D who in turn will submit to Principal.

5.16.6   All the staff members assigned to the laboratory class are equally responsible for the conduct of the lab class. The Lab-technicians shall be trained in assembling of the circuit, use of instruments etc by the staff in-charge and they shall be asked to help the students in trouble-shooting and using the instruments.

5.16.7   The staff in-charge shall never engage themselves in correcting the record note books during lab class and shall be engaged only to assist the students in conducting the experiments.

5.16.8   The staff shall ensure that those students who have not completed any experiment up to date are summoned to the Laboratory during the free hours to complete the experiments.

5.16.9   The record note book and observation note book should be completed by each student in all respects and kept ready for inspection. The faculty will be responsible otherwise.

5.16.10   The staff in-charge shall display the list of experiments in the Laboratory notice board.

CHAPTER - 6

DUTIES AND RESPONSIBILITES

6.1　　PRINCIPAL

6.1.1　　General Administration and Finance:

6.1.1.1　　The Principal shall convene the Governing Body meeting atleast once in every semester.

6.1.1.2　　The Principal shall make recommendations regarding plans for the development of the institution in the years to come.

6. 1.1.3　　The Principal shall prepare the annual budget and place it before the governing body of the college for approval.

6.1.1.4　　He shall monitor the purchase of equipment and consumables, auditing and maintenance of stock registers and certify the bills for payment by Trustee. He will also ensure judicious use of equipment and consumables.

6.1.1.5　　He shall help the creation of necessary infrastructure for a conducive atmosphere for education in the campus.

6.1.1.6　　He shall participate in the development of campus in terms of sports and extracurricular activities.

6.1.1.7　　He shall ensure the appointment of qualified staff (both teaching and non - teaching)

6.1.1.8　　He shall recommend necessary welfare measures for the benefit of the staff and students.

6.1.1.9　　He shall monitor the allocation of duties to various staff. He is responsible for administration of teaching and non-teaching staff and maintenance of discipline / harmonious relations.

6.1.1.10　　All correspondences within the campus and to outside organizations and the University will be done through the Principal with the approval of the Chairman

6.1.1.11　　The Principal shall ensure that the policies and rules of the Government and the University are strictly adhered to by the institution.

6.1.1.12　　The Principal shall convene the HODs meeting atleast once in 15 days and maintain theMinutes book.

6.1.1.13   The Principal will interact with the trustee on day to day matters. He will regularly appraise through weekly reportswith the Chairman/Secretary. He will function as a team leader of teaching and non-teaching staff to achieve academic excellence.

6.1.2 Academic:

6.1.2.1   The Principal shall make arrangements for planning the various courses to be offered and the preparation of course materials

6.1.2.2   The Principal shall supervise the course timetable, staff allocation, staff attendance and syllabus coverage.

6.1.2.3   He shall ensure the conduct of internal continuous assessment examinations at appropriate periods.

6.1.2.4   He shall provide arrangements for industrial visits and guest lectures for students.

6.1.2.5   He shall monitor the student projects, progress and the University examinations (theory and practical).

6.1.2.6   He shall review the reports of the analysis of test marks of the students and arrange for special coaching etc for academically poor students.

6.1.3 Student Affairs:

6.1.3.1   The Principal shall plan for offering value-added courses, training and placement opportunities and educational tour to the students.

6.1.3.2   He shall provide avenues for co-curricular, extra-curricular activities, professional societies and counseling and guidance programmes to the students.

6.1.3.3   He shall also provide for a grievances redressal mechanism while ensuring strict discipline in the campus.

6.1.3.4   He shall arrange for the periodical monitoring of students attendance and their progress in studies and arrange for parent-teacher meetings as and when necessary.

6.1.3.5   He shall take appropriate action to ensure that the rules and regulations are strictly followed by the students.

6.1.3.6   He is authorized to take disciplinary action such as calling the parents for discussion, suspension of students from the college or dismissal of the student from the college or expulsion of the students from the hostel in the event of any breach of rules and regulations by a student in consultation with the management.

6.1.3.7   He is authorized to take disciplinary action on teaching / non-teaching staff such as calling for explanation, issue of memo, stoppage of incentives / increment and dismissal from service in the event of non performance of basic duties and functions or indulging undesirable activities in the college or non-compliance of instructions of the Management / Principal / H.O.D. in consultation with the Management.

6.1.3.8   The Management expects the Principal to be a coordinating point to ensure that all the policies of the management are implemented and promote the college as an excellent educational institution.

6.1.4 Research and Extension Activities

6.1.4.1   The Principal/director shall encourage conducting of seminars, conference and symposia and such research – oriented activities in the campus.

6.1.4.2   He shall encourage the staff to become members of professional bodies, carry outconsultancy works, mini projects and other extension activities.

6.2   VICE-PRINCIPAL

6.2.1   The Vice-Principal shall collect the requirements of stationery items such as laboratory records, observation note books, text books etc from the department and forward them to the Stores in charge for procurement.

6.2.2   He shall be the professor in-charge of library and shall prepare the proposal for the purchase of text books, reference books and journals based on the requirements submitted by each department and also the suggestions received from students and maintainthelibrary as per AnnaUniversity and AICTE norms.

6.2.3   He shall monitor the maintenance of stack area, journal section, library computerization and annual stock verification in library and prepare improvement plans for the library.

6.2.4   He shall assist the Principal in all administrative work and academic programmes as and when required.

6.2.5   He shall be the Chairman for faculty mini projects committee. All HODs shall be the members of the committee. He shall convene the meeting of the committee once in a month to review the progress of the mini projects carried out by the faculty members. The Advisor and Principal will be special invitees.

6.2.6   He shall arrange for the display of the list of students having less than 75 percentage of attendance in every month and counsel the students to improve their attendance.

6.2.7 He shall be the Professor in-charge for the institution of scholarships, fellowships, prizes and medals for various branches and frame regulations for the award of the same.

6.2.8 He shall be Professor in-charge for initiation and formation of Alumni association and college student association.

6.2.9 He shall be the Professor in-charge for the maintenance of LCD, LCD screen and curtains to all class rooms. He shall periodically inspect the class rooms and other places and monitor the cleanliness and maintenance.

6.2.10 He shall be given a minimum teaching load of one theory course and also will be the head of the concerned department.

6.3 DIRECTOR

6.3.1 The Director shall be the convener for the preparation of the college calendar.

6.3.2 He shall collect the lecture notes of every faculty member from the H.O.D at the end of each week, review them and submit a monthly report to the Principal.

6.3.3 He shall collect the minutes of class committee meetings from the H.O.Ds and initiate corrective and preventive action in consultation with the Principal to improve quality of teaching and learning.

6.3.4 He shall be the stock verification officer for the college and shall arrange for annual stock verification in laboratories and also ensure proper maintenance of stock books.

6.3.5 He shall be responsible for sending the monthly reports of students on unit and weekly tests, percentage of attendance, general performance, and discipline to the parents.

6.3.6 He shall review the academic performance of students in the weekly test, and model test and university examinations within three days from the date of announcement of results and counsel the students who fail in one or more subjects and arrange for coaching class in consultation with H.O.Ds.

6.3.7 He shall interact with individual teachers and students and devise methods to improve the academic performance of students, whenever performance in a test is poor.

6.3.8 He shall collect and review the results of first two tests and work out the scheme for special coaching classes in the evening or on specified days.

6.3.9 He shall convene the HODs meeting at the end of each unit and weekly test for reviewing the performance of students and work out plans to improve the results and submit a copy to Principal.

6.3.10 He shall be the head of the examination cell and will look after all the arrangements relating to university examination, unit and weekly tests, model examination and attend to all correspondence with controller of examinations, AnnaUniversity.

6.3.11 He shall check the record of class work of faculty members once in every month.

6.3.12 He shall initiate and monitor the arrangement of guest lectures and local visits of various departments.

6.3.13 He shall plan and be overall in-charge for organizing functions like Graduation day, sports day, cultural day and any other function arranged in the college.

6.3.14 He shall periodically inspect the laboratory classes and theory classes and interact with students and faculty members to improve academic standards.

6.3.15 He shall be given a minimum teaching load of one theory course and also will be the head of the department concerned.

6.3.16 He shall be in-charge of student feedback on teachers and prepare a report.

6.3.17 He shall prepare the master annual plan for organizing conferences, seminars and symposia, workshops etc both by students and faculty members.

6.3.18 He shall prepare the semester academic calendar well in advance in consultation with the Principal. (Immediately at the end of each semester)

6.3.19 He shall be the officer in-charge of extra curricular activities and prepare the concerned and monitor the same.

6.4 HOD

6.4.1 The HOD shall convene the department staff meeting once in 15 days and maintain theminutes book. The probable agenda is given in the**ANNEXURE A.**

6.4.2 The HOD shall co-ordinate local industrial visits, guest lecturers, educational tour, test examination and purchase of library books, consumables and equipment for laboratories. He should conduct project review meetings in consultation with students and staff and implement as per the procedure given in **ANNEXURE B**

6.4.3 The HOD shall be accountable for all the academic activities of the department and shall guide the faculty members, to improve the student performance, teaching, research, laboratory facilities etc.

6.4.4 He/She shall check the record of class work once in 15 days, supervise the lab and theory class work on daily basis, co-ordinate preparation of annual budget for various activities and arrange for annual stock verification.

6.4.5 He/She shall maintain the files and records as per NBA and ISO requirements and also submit a report on the outcome of class committee meetings to the Advisor for corrective and preventive actions

6.4.6 He/Sheshall co-ordinate the activities like conduct of project viva, seminars, symposia, special lectures and provides support services for student placement, and department student association.

6.4.7 The HOD will be responsible for semester academic planning, manpower planning, subject allocation, lab equipment maintenance, conduct of test, final year project review, class committee, meeting time tabling, allotment of department work, staff meeting etc in consultation of the Advisor.

6.4.8 The HOD will implement activities as per in academic calendar of the college and submission of reports.

6.4.9 The HOD will be in charge of student's academic and personal data base maintenance, Society activities, professional societies and alumni.

6.4.10 He/ she shall fully be responsible for conducting coaching class, verification of log booksand coverage of syllabus for all semesters, internal assessment marks and lab works.

6.4.11 He/Shewill be responsible for the scrutiny of lesson plan, lecture notes, lab manuals and question bank, log book, etc and for monitoring theory classes, lab sessions, students attendance and discipline, guest lecture and industrial visits.

6.4.12 He/She will be responsible for the Association fund and the financial assistance of Rs. 5000 given by the management as a petty cash for the department related minor expenditure. Bills and vouchers must be maintained neatly for verification at any time.

6.5 TEACHING STAFF:-

6.5.1 Every faculty member shall be given a teaching load as per the norms and any one or two of the following administrative responsibilities, or as assigned by respective HOD.
   a. Laboratory in charge

   b. Class Coordinator

   c. Subject coordinator

   d. Lab coordinator

   e. Allocation of workload, preparation of class work time table, master time table, practical examination time table, hall arrangement and lab allocation.

   f. Alternative class work arrangement, annual budget preparation (other than lab),purchase of library books, data submission to Principal's office for inspection, staff leave register, educational tour, faculty recruitment and local visits.

g. Co-ordination of final year student projects and faculty mini- projects, student data maintenance, placement cell co-ordination and arrangement of guest lectures and student paper presentation.

h. Any other special administrative works assigned by the competent authority.

6.5.2 Every teacher shall complete a minimum of two mini-projects and also guide a minimum of two final year projects.

6.5.3 Every teacher shall carry out the following as per the schedule:

a. SubmissionofContinue Assessment Test question papers – 3 days before the test.
b. Submission of CAT I(Continue Assessment Test) and CAT II examination marks on or before the 4th day after the test.

c. Record of class work shall be submitted once in 15 days to H.O.D and at the end of the semester to Principal.

d. Submission of internal assessment marks within 7 days after the completion of model examination.

6.5.4 Every faculty member shall compulsorily give weekend assignments to students for all the subjects taught by him/her and it shall be included as a part of lecture notes. The assignments shall be corrected and given back to students.

6.5.5 The faculty member shall not allow to the class, those students who do not complete weekend assignments, laboratory records or who are absent to classes or tests without leave letters, those who do not wear overcoat for lab classes etc. until theyget the permission from Principal.

6.5.6 Every faculty member shall submit a list of text books to be purchased by the students one week prior to commencement of class work to the H.O.D and he/she should announce the text books followed by him/her. The H.O.D shall in turn submit it to the Principal for procuring them for library.

6.5.7 Every faculty member shall prepare all possible Part-A and Part –B, Part-Cquestions and answers for every unit and give them to the students as soon as the unit is covered and a copy be given to the H.O.D in a floppy without fail.Every teacher shall prepare the laboratory manual, lecture notes by compiling the questions and answers and questions bank and give them to the students.

6.5.8 In addition to normal academic and administrative work loads, every faculty member shall carry out other work assigned by the management, Principal and H.O.D.

6.5.9 Every faculty member shall check the discipline of students in the class, Laboratory and in the campus and if any student is found misbehaving, it should be immediately reported to the Principal for action. The faculty member shall never use any abusive

language or punish any student, when the student indulges in misconduct or misbehaviour in the premises of the college.

6.5.10 No teacher shall cancel any theory class or laboratory class or send a fellow teacher to his/her class without permission from the H.O.D/Principal, when the latter is present in the college.

6.5.11 Every teacher shall arrange special coaching class for academically weaker students on holidays or evening time in consultation with H. O.D / Principal / Management.

6.5.12 Every teacher shall prepare the course plan for teaching the theory courses in his /her own way and ensure to get a minimum pass percentage of 95 and more in his/ her subject. The percentage pass marks obtained by the students will be taken into consideration while considering the increments/raise in the salary.

6.5.13 It is mandatory on the part of every faculty member to accompany the students on educational tours and local industrial visits.

6.5.14 Every teacher shall encourage and guide students in the preparation of technical papers for presentation in conferences in other colleges and should guide a minimum of one paper per semester.

6.5.15 Every teacher shall review the analysis of weekly test and SA test marks, university examination marks and counsel the weak students.

6.5.16 It is mandatory on the part of every teacher to become familiar with the following.
Computer operating system
1. Windows 11
2. Linux,
Application Software
1. Ms-Office (Word, Excel, PowerPoint, Access)
2. MATLAB
3. Web Browser
4.Multimedia
Languages
1. C, C++, Visual Studio, ASP.Net, Java,
2. SQL
3, Python

6.5.17 It is mandatory on the part of every faculty member to maintain a personal and a course file. Every teacher shall publish minimum one Technical paper every year.

6.5.18 In case a teacher resigns his/her job,they should give three months prior notice. The relieving orders will be given only at the end of a semester.

6.5.19 wherever a teacher fails to fulfill the mandatory functions or works or responsibilities he/ she will be issued a memo calling for an explanation by the Principal.

6.5.20   If the teacher fails to fulfill the mandatory functions or works frequently during an academic year, he/she will be relieved from his / her post without notice.

6.5.21   Every teacher shall submit representation relating to any grievance in work place or problems encountered with students or any other matter to the Principal for necessary action.

6.5.22   Every teacher shall follow the dress code and shall never violate. As teachers are models for students, they are advised to follow dress code strictly.

6.5.23   The H.O.D is authorized to call for explanation and issue memo to any faculty member if he/ she fails or refuses to carry out the work. The H.O.D shall submit a report to the Principal on all such cases.

6.6   PLACEMENT AND TRAINING OFFICER:-

6.6.1   The placement and training officer shall be the co-ordinator of placement and training cell. One faculty member from each department nominated by the respective H.O.D will be a member of the cell. The cell shall meet once in every month and finalize plan of activities for II, III, and IV year students to improve employability of students and submit the plan for the approval of the Principal and Management. The placement and training officer shall maintain the Minutes Book.

6.6.2   He/she shall collect the student profile and academic record of the final year students(Starting from their second year) and retain the same at his office.

6.6.3   He shall prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it to selected industries for facilitating the conduct of campus interviews.

6.6.4   He shall collect the addresses of selected companies and shall meet the HRD or relevant officer of the companies for visit and subsequently arrange for the campus interview.

6.6.5   He shall make all arrangements for the conduct of the campus interview   including conduct of test, group discussions, personal interviews etc.

6.6.6   He shall maintain the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for competitive examinations, personality development, communication skill development etc. He shall also provide support services in the preparation for GRE, TOFEL and procurement of passport, and submission of application to foreign universities.

6.6.7   He shall arrange for special training programmesby experts from HRD of companies for all the students on the following topics:
     i.   Personality skill development
     ii. Soft skill development.
      A minimum of 4 special programmes per semester shall be arranged.

6.6.8 He shall organise regular sample tests on the following topics for all students from III and IV years using in house resources as well as outside resources.
1. IQ test
2. English language grammar test
3. Comprehension test
4. Aptitude test
5. Listening skill test
6. Mock personal interview

A minimum of 4 tests per semester shall be arranged.

6.6.9 He shall strictly adhere to the time schedule for organizing placement training programmes and mock tests as given tn the time table and academic schedule.

6.6.10 He shall arrange regular training classes for VII semester students on the following topics through outside agencies.

Personality and communication skill

a. Oral communication
b. Written communication
c. English grammar
d. Comprehension in English
e. IQ and aptitude test
f. Personal interview.

6.6.11 He shall maintain the year-wise placement records such as the companies which have conducted placement interviews in our campus and in other places, employment records of students containing the names of students, designations of posts etc.

6.6.12 He shall be given a maximum work load of one theory course.

6.7 PHYSICAL DIRECTOR

6.7.1 He shall be the member of the disciplinary committee and the committee shall be constituted by him in consultation with the Chairman of the disciplinary committee.

6.7.2 He shall daily monitor the general discipline of students during the working hours and report to the Chairman if any breach has been noticed.

6.7.3 The disciplinary aspects to be monitored include adherence to dress code, maintenance of silence, promptness in attending classes,engagement of classes by faculty members preventing the students from loitering in the corridors, damaging the property, defacing walls or teasing of girl students in the Verandah.

6.7.4 He shall take adequate measures to prevent any misbehavior, misconduct, especially during extra curricular activities and other college functions.

6.7.5 He shall convene disciplinary committee meetings once in a month in consultation with the Chairman of the disciplinary committee to discuss the general disciplinary status of

students and precautionary steps that should be taken to maintain the discipline of students.

6.7.6   He shall be the secretary of the Sports Board. All the H.O.D's shall be the members of the board and Managing Trustee shall be the patron of the board and the Principal shall be Chairman of the board.

6.7.7   He shall convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.

6.7.8   He shall prepare the annual budget for the sports and games accessories such as nets, balls, etc and submit them to the Principal.

6.7.9   He shall train students for participating in various tournaments and also organize University Tournaments in our college.

6.7.10   He shall arrange intramural sports and games for our college students.

6.7.11   He shall employ the security personnel for periodical inspection of the verandas and class rooms in the main building and get reports on disciplinary aspects.

6.8   LIBRARIAN

6.8.1   A Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He/She should inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.

6.8.2   In the Circulation section the Librarian will take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.

6.8.3   In the Reference section, the Librarian should maintain the reference books according to classification and also help the staff and students for general reading. He/She should also display the latest arrival of the books in a prominent place to attract the readers.

6.8.4   In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.

6.8.5   In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.

6.8.6   In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books.

6.8.7 In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC).

6.8.8 The Librarian is in-chargeof fine collection and Xerox charges collection from the students and renders accounts to the Principal once in 15 days. A separate register should be maintained showing the date wise receipt of fine and Xerox charges. Proper receipt must be issued to the student, while collecting such charges.

6.9 CLASS AND YEAR COORDINATORS:-

The coordinators are expected to monitor, assess and workout strategies for ensuringthe best academic performance in the particular class or year for which the person is assigned as coordinator. For achieving this objective they will have to regularly monitor, assess and work out strategy for following the academic schedules and processes effectively.

6.9.1 Verifying the Logbook maintenance by various faculty members.

6.9.2 Syllabus coverage and the extent to which the course plan has been adhered to.

6.9.3 Follow up of assignments in terms time of issuing, submitting and returning and
The students' performance in the assignments.

6.9.4 Follow up regarding the regularity in timely provision of question papers to examCell, smooth conduct of exams, performance of students in tests, discussion with Faculty and arriving at strategies for improving the performance of the students in Future.

6.9.5 Regular discussions with students for understanding their problems andGrievanceswith reference to academic activities and work out strategies for eliminating any problems faced.

6.9.6 Conduct of regular class committee meetings, ensuring that the minutes are recorded and follow up action is initiated based on the outcome of the meeting.

6.9.7 Ensure that faculty members are present in the classes as per the time table and are also arranging proper alterations when they are on leave. No unnecessary alterationswhen the faculty member is present in the college.

6.9.8 Ensure that laboratory classes are going on effectively and the students are feeling satisfied with the knowledge they are gaining through practical classes.

6.9.9 Ensure that innovative assignments and innovative experiments are assigned as Prerequirement. Follow up for carrying out mini projects.

6.9.10   obtaining the feedback regarding T & P special lectures and suggesting corrective
          Measures based on the feedback.

6.9.11   Monitoring the lectures and ensuring that the lectures are delivered in English and
          English only.

6.9.12 Maintaining thetest analysis report, the record of monthly percentage of attendance, End
        examination result analysis report and University examination rank list and End Semester
        Examination. (The analysis will be done by COE)

6.9.13 Maintenance of the student record such as name, phone number, parent'sPermanentaddress, E-
        mail ID, category of admission etc. He shall also maintain the record of students transferred
        from other colleges, students prevented from writing examinations, dropouts, suspension,
        dismissal etc.

6.9.14 Co-ordinating industrial visits, guest lectures and educational tours for the class concerned.

6.9.15 Preparing the list of students who do not submit the lab record or assignment Work and who fail
        in one or more subjects in tests and forward the list to COE.

6.9.16 Preparing the number of record note books, observation note books and computer Printing paper
        required for the class and submit 15 days prior to the Commencement of class.

6.9.17 Collecting the list of text books to be purchased by the students for each subject   From   the
        respective teachers and forward the same to the H.O.D for further Processing.

6.9.18 Preparing the annual budget estimate for guest lecture, local industrial visit, andEducational tour
        for the class concerned.

6.9.19 Arranging for the removal of the student's name from the roll when it is found that a student is
        absenting for more than 5 days continuously.

6.10 LAB IN-CHARGE

6.10.1 He shall ensure that the required quantity of equipment and consumables are purchased
       and kept in the laboratory as per the norms of Anna University.

6.10.2 He shall arrange for servicing of all equipments as and when required and maintain all
       the equipment and trainer kits, instruments etc. in working condition.

6.10.3 He shall make use of the services of the lab technician to keep the lab equipment and
       other items neat and clean.

6.10.4 He shall train the lab technician to assemble the experimental setup, carry out trouble-
       shooting and to conduct the laboratory experiments and make them to assist the students
       in assembling the circuit diagrams and using the instruments etc.

6.10.5 He shall prepare the annual budget estimate for the purchase of equipment, consumables and servicing and repair under three separate headings namely equipment, consumables, servicing and repair for the laboratory concerned and submit it to H.O.D.

6.10.6 He shall prepare the display chart to display the following information in the Laboratory concerned.

      i.   List of laboratory courses and faculty members conducting the course.
      ii.   List of experiments for the lab course.
      iii.   List of laboratory courses conducted in the room.
      iv.   Lab Time-Table.

6.10.7 He shall maintain the non consumables and consumables stock registers and arrange for annual stock verification during vacation in consultation with H.O.D.

6.10.8 He shall initiate action well in advance for the purchase of consumables and non-consumables for the laboratory.

6.10.9 He shall make stock entry for consumables and non-consumables and certify the bills for payment whenever the items are newly purchased.

6.10.10 He shall maintain a list of equipment specified by Anna University and the list of the available items in the concerned laboratory in the format given by the university and arrange for stock verification during vacation in consultation with H.O.D.

6.10.11 He shall prepare the Physical layout and other technical details for the installation of new equipment whenever required and submit the same to the Principal through the H.O.D for execution.

6.10.12 He shall also prepare the draft plan for the development of the laboratory facilities for mini projects undertaken by the faculty members and the projects undertaken by the students.

6.10.13 At the end of each semester he will submit a list of equipments / instruments damaged by the students along with value and forward to Principal for further action.

CHAPTER 7

ACADEMIC ADMINISTRATIVE WORKS

7.1 COLLEGE LEVEL

S.No.	Faculty-in-Charge	Responsibilities

1.	**CENTRE FOR PLANNING AND DEVELOPMENT**
	
	Dept Co-coordinators– NBA & ISO
		I. AICTE approval and Anna University affiliation
		
		1. Application to AICTE and Anna University.
		
		2 AICTE and Anna University Committee inspection.
		
		3. Admission approval from DOTE and Anna University
		
		4. Planning all their developmental works.
		
		II. ISO 9001-2015
		
		1. Implementation of ISO 9001-2015
		2. Internal quality audit and action on Non-conformation reports
		3. Updating ISO procedures
		4. All activities related to ISO 9001-2015
		III. NBA Accreditation
		
		1. BOG / GB minutes.
		2. Preparation of the following reports
		    a. Staff selection committee and recruitment procedure
		    b. Leave rules
		    c. Study rules
		    d. Sponsorship for conferences
		    e. FDP
		    f. Exam results analysis
		    g. Placement activities
		    h. Budget utilization
		    i. Faculty performance appraisal
		    j. M.O.U. with companies
		    k. Service rules
		3. Preparation of Reports for various items as per accreditation Profoma
		4. Report on Infra-structure.
		    a. Class rooms, drawing hall, office etc.,
		    b. Library and laboratories.
		    c. Computing facility.
		    d. Support services.
		IV.Strategic Plan
		    a. Research and Development
		    b. Improving Teaching and Learning Process
		    c. Student's Development

		d. Continuous improvements
		e. Good Governance
		f. Developing Sustainable, Green and Clean Campus
		g. Improving Industry Institute Interactions
		h. Enhancing Alumni Network

S. No.	Faculty-in-Charge	Responsibilities
2	**RESEARCH AND INSTITUTE - INDUSTRY COLLABORATION CELL** **Dept. Co-ordinators:**	1. M.O.U. with reputed Industries. 2. Short term courses and Seminar / Symposium in collaboration with Industries. 3. Students' in-house Mini projects. 4. Paper presentation by students and faculty. 5. Attending Conferences / Workshops / Seminars by students and faculty. 6. Organizing Conferences / Workshops / Seminars /symposia 7. Association activities 8. Organizing Faculty Development Programme. 9. Higher studies -faculty members 10 In-plant training for students and faculty. 11. Students projects from Industries. 12 Research proposals to funding agencies. 13 Summer and winter school proposals 14. Consultancy works. 15. Creation of centre for student's project.

S. No.	Faculty-in-Charge	Responsibilities
3.	**CENTRE FOR PLACEMENT & TRAINING** **Inhouse Training course co–ordinators** **Department Placement co-ordinator**	1. Organizing-in-house training classes for Communication skills, aptitude, computer programming, G.D and Mock Interviews. 2. Conducting model Aptitude Tests, communication skill and computer programming tests. 3. Organizing workshop/guest lectures on personality development with external agencies 4. Preparation of student profiles and placement brochure. 5. Procurement of placement training related Books, CD, VCD, template etc. for GRE, TOEFL GMAT etc and creating a library. 6. Activities related to Engineering College forum and arranging Campus and off-campus interviews in Co-ordination with forum and other colleges. 7. Co-ordination with Placement Cell at Anna University and arranging for student registration 8. Establishing contact with prospective employers and IT companies to arrange campus interviews. 9. Creation of student data base and company data base 10. In-house resource creation relating to interview skills and GD techniques. 11. Common time table for placement training courses. (Language lab, internet lab, computer lab) and Co-ordination of preparation of study materials and workbooks for in house training. 12. All works related to placement and training activities.

S. No.	Faculty-in-Charge	Responsibilities
4.	EXAMINATION CELL	1. CAT -I / CAT-II / End Semester Examination as per procedure. 2. Examination fee collection and submission to COE. 3. Paper revaluation and Xerox copy of Answer script. 4. University Exam Accounts maintenance and submission. 5. Issue of Hall tickets and University Mark statements 6. Appointment of AUR, Squad member and Examiners for paper valuation 7. All correspondence with COE, Anna University. 8. Procurement of Stationery items for Test and University exam. 9. Maintenance of Xerox machines. 10. Maintenance of Stock book for stationery items. 11. Submission of Internal assessment marks and Attendance to COE 12. Complaints on Question paper to COE 13. Semester drop out and re-admission for attendance shortage 14. Lecture Hall allocation and desk arrangement. 15. Exam malpractice reports
5.	ACADEMIC AFFAIRS AND MONITORING CELL (AAMC)	1. Student daily attendance report. 2. Collection of Students related data from department 3. Preparation of required reports. 4. Student leave, permission and all other matters. 5. Maintenance of student data bank with address, phone number etc. 6. All reports to parents. 7. University result analysis report 8. First year student +2 mark analysis. 9. Implementation of Academic calendar schedule. 10. Units completion, Lab experiments, completion report etc and submission to Principal. 11. Any other Work.

S. No.	Faculty-in-Charge	Responsibilities
		LIAISON OFFICE:
		1. Student daily attendance report.
		(IEMC)-Internal Examination and Monitoring Cell
		1. Collection of Internal assessment marks from class teachers and its publication
		2. Collection of consolidated CAT-I and CAT-II report from class In charge.
		(PPC)-Parents Preceptor Cell
		1. Maintenance of leave and permission letters of students.
		2. Monthly attendance report of students with < 75% attendance to Parents and its publication.
		3 Intimation of long absentees of students to parents and department
		4. Sending daily test, test marks and university marks to parents.
		5. Creation of student and faculty data base.
6.	**ACADEMIC INFORMATION AND MANAGEMENT SYSTEM CELL**	1. Computerization of Academic Management and Information System.
		2. Online Aptitude test.
		3. Online feedback.
		4. Development of new software modules for academic administration..
		5. Digital publication of lecture notes and question bank
		6.Software installation for academic monitoring

S. No.	Faculty-in-Charge	Responsibilities

7.	**CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES CELL**	**I. Sports**
		
		1.Conduct of sports & games.
		
		2.Annual budget for the sports and games accessories
		
		3.Sports day celebration.
		
		4.Events for sports day.
		
		  a. Estimate for prizes
		
		  b. Conduct of the sports and games.
		
		c. Organizing the sports day functions.
		
		5. Hosting of Zonal games and sports.
		
		6. All development works relating to sports
		
		II. Cultural
		
		1. Finalization of cultural day events.
		
		2. Preparation of proposal of purchase of prizes.
		
		3. Organizing the cultural day function.
		
		4. Preparing students to participate in cultural events and sports in other places.
		
		5. Creation of a centre for cultural activities.
		
		6. NSS and YRC Activities
		
		7. Blood and Social service camp.
		
		8. All development works relating to cultural activities
		
		III. Co – Curricular Activities
		
		1. Department Magazine.
		
		2. Departmental co-curricular activities
		
		3. Professional societies Activity

S. No.	Faculty-in-Charge	Responsibilities
		CENTRE FOR ACADEMIC RESOURCES 1. Collection of Lesson plan, Lecture notes, question bank for all semesters and submission to Principal.(Except I Year) 2 Report on Guest Lectures, Industrial visits and submission to Principal 3. Student feedback. 4. Internet maintenance and maintenance of all records, attending to breakdown, renewals, correspondence etc.
8.	**ALUMNI AFFAIRS CELL**	1. To create the data base of Alumni 2. To conduct periodical meetings and annual meeting with Alumni members. 3. To resort to the help of Alumni members for placement activities. 4. To mobilize funding for special purposes like scholarships, prizes, awards etc. **5.** To conduct lectures by invited speakers.

9.	**LIBRARY AND COLLEGE MAGAZINE**	**I. Library**
		 1. Collecting list of books and journals from HODs and procurement after approval
		 2. Indexing and stocking of books and journals.
		 3. Stock taking of books & periodical publication of defaulters list.
		 4. Indexing and stocking of lecture notes and question bank.
		 5. All works related to Library development.
		 II. College Magazine
		   1. Preparation of College newsletters and magazine
		   2. Recording of Important events under the heading
		     a. Technical Papers Published
		     b. FDP Programs attended by faculty members
		     c. Campus Placement
		     d. MOU
		     e. College Events

S. No.	Faculty-in-Charge	Responsibilities
10.	**ACADEMIC SCHEDULE**	1. Academic Calendar preparation for first year, higher semester, MBA,MCA,MEand vacation proposals. 2. Semester Academic schedule and declaration of holidays. 3. Arrangement of HOD and faculty meeting and maintaining minutes. 4. Monitoring the implementation of all important events in calendar 5. Class representative and class teacher meeting with Principal.
11.	**COORDINATORS FOR FIRST YEAR**	1. Collection of Lesson plan, Lecture notes, question bank for first year and submission to Principal. 2. Time table for first year classes and academic calendar preparation. 3. Photocopying and binding of Laboratory manual for first year students. 4. Coaching classes. 5. All other academic activities for first year.
12.	**PURCHASES**	1. Purchase of lab records &observation note books & class note books for students and issue of the same to students. 2. Purchase of note books, text books, lab coats, drawing instruments, calculators, syllabus book, bags etc for first year students and Issue of the same to the first year students. 3. Collection of minutes of class committee meetings of first year, discussions with Principal and implementation of suggestions.

13.	**RAILWAY CONCESSION**	Issue of Railway concessions Forms.
14.	**TRANSPORT**	1. Driver and cleaner uniform.
		2. Monitoring of arrival and departure of buses.
		3. Scheduling of buses for special coaching classes and other events.
		4. Circulars on changes in bus schedule to faculty, students,
		5. Administrative Officer and others.
		5. Monitoring of maintenance of clock and radio in buses.
		6. Scheduling of bus during University examinations.

7.2 DEPARTMENT LEVEL

S. No	Activities and Faculty In- Charge	Dept.	Responsibilities
1.	**ACADEMIC MONITORING AND CONTROL**	CIVIL CSE ECE EEE MECH B.Tech- IT Bio-Biomedical Engg., B.Tech-CSBS B.Tech-AI&DS MBA MCA M.E(CSE) M.E (Manu. Tech.) M.E(Power Electronics and Drives) M.E(Communication Systems) M.E.(Environmental Engineering)	1. Review of Daily absentees list of students and counseling the students. 2. Collection of Continue Assessment Test report and counseling students. 3. Review of test absentees list and counseling the students. 4. Preparing list of students for coaching class and arranging coaching class. 5. Class representative meeting and assessment of student's grievances. 6. Arrangements for Graduation day function. 7. Faculty recruitment works. 8. Association activities. 9. University result analysis 10. Setting up department library. 11. Proposal for Purchase of books.
2.	**TIME TABLE IN-CHARGE**	CIVIL CSE ECE EEE MECH B.Tech- IT Bio-Biomedical Engg., B.Tech-CSBS B.Tech-AI&DS MBA MCA M.E(CSE) M.E (Manu. Tech.) M.E(Power Electronics and Drives) M.E(Communication Systems) M.E.(Environmental Engineering)	1. Subject allocation to faculty members. 2. Master time table for theory and laboratories. 3. Laboratory class work allocation. 4. Semester wise and individual time table. 5. Uni 6. versity practical examination time table including arrears examinations. 7. All works relating to faculty recruitment. 8. Proposal for procurement and issue of Lab Records, Observation Book and Note Books.

S. No	Activities and Faculty In- Charge	Dept.	Responsibilities
3.	**FINAL YEAR PROJECT CO-ORDINATOR**	CIVIL CSE ECE EEE MECH B.Tech- IT Bio- Biomedical Engg., B.Tech-CSBS B.Tech-AI&DS MBA MCA M.E(CSE) M.E (Manu. Tech.) M.E(Power Electronics and Drives) M.E(Communication Systems) M.E.(Environmental Engineering)	1. Writing letters to various organizations for fixing project work. 2. Formation of student batches for project work. 3. Collection of confirmation letters from companies and fixing internal guides. 4. Formation of project review committee. 5. Scheduling and arranging project review. 6. Collection of project review synopsis from students prior to each project review. 7. Maintenance of project review committee's evaluation marks. 8. Monitoring the preparation and submission of project report by students. 9. Monitoring mini projects by faculty members and students. 10. Supervision and co-ordination of technical paper presentation by students. 11. All arrangements for industrial training (Bio- Tech only) 12. Arrangement for University examination viva-voce. 13. Collection of Unit Coverage, Lab experiment Completion report and submission to AAMC. 14. Collection of Lecture notes, and Question Bank for various semesters.

S. No	Activities and Faculty In- Charge	Dept.	Responsibilities
4a.	**GENERAL DEPARTMENT WORKS – PART-I**	CIVIL CSE ECE EEE MECH B.Tech- IT Bio-Biomedical Engg., B.Tech-CSBS B.Tech-AI&DS MBA MCA M.E(CSE) M.E (Manu. Tech.) M.E(Power Electronics and Drives) M.E(Communication Systems) M.E.(Environmental Engineering)	1. Guest lectures, Industrial visits and Educational tour 2. Proposal for purchase of Library books and Journals. 3. Budget preparation for the above items. 4. Association, seminar and symposia activities 5. NBA Accreditation / ISO – record maintenance. 6. Question bank Xeroxing and binding for all semesters.
4 b.	**GENERAL DEPARTMENT WORK – PART-II**	CIVIL CSE ECE EEE MECH B.Tech- IT Bio-Biomedical Engg., B.Tech-CSBS B.Tech-AI&DS MBA MCA M.E(CSE) M.E (Manu. Tech.) M.E(Power Electronics and Drives) M.E(Communication Systems) M.E.(Environmental Engineering)	1. Records to AICTE and Anna University inspection committee. 2. Department file maintenance. 3. Overall annual budget preparation 4. Faculty development program, deputing faculty members to conferences , workshop etc. 5. Lab Manual Xeroxing and binding and Issue to students. 6. Purchase of White and Colour Chalk, Duster, White Paper, Printer Paper, File and A4 Sheets etc.

S. No	Activities and Faculty In- Charge	Dept.	Responsibilities

5.	**LABORATORY IN-CHARGE**	CIVIL
		CSE
		ECE
		EEE
		MECH
		B.Tech- IT
		Bio-Biomedical Engg.,
		B.Tech-CSBS
		B.Tech-AI&DS
		MBA
		MCA
		
		M.E(CSE)
		
		M.E (Manu. Tech.)
		
		M.E(Power Electronics and Drives)
		M.E(Communication Systems)
		M.E.(Environmental Engineering)
			1. Servicing of all equipments, trainer kits, instruments etc.
			
			2. Training the lab technician to assemble the experimental setup for various lab courses and maintain equipments for each lab course.
			
			3. Annual budget for the purchase of equipment, consumables and servicing and repair of equipments.
			
			4. Display of the following information in the concerned laboratory.
			
			  a. List of laboratory courses and faculty members conducting the course.
			
			  b. List of experiments for each lab course.
			
			  c. Lab time-table.
			
			  d. Display of important wall charts.
			
			  e. Display of important equipments in the lab.
			
			5. Arranging for annual stock verification during vacation.
			
			6. Maintaining stock Register entry of consumables and non-consumables and certify the bills for payment whenever the items are newly purchased.
			
			7. Maintaining the list of equipment specified by AnnaUniversity and the list of the available equipments in the concerned laboratory in the format given by the university
			
			8. Preparing the Physical layout and other technical details for the installation of new equipment whenever required and submit for execution.
			
			9. Development of the laboratory facilities for mini projects by the faculty members and students.
			
			10. Submission of the list of equipments / instruments damaged by the students along with value at the end of each semester and forward to Principal for further action.

			11.	Coordinating the preparation of laboratory manuals.
			12.	Proposal for new equipments to meet the requirements of revised curriculum.
			13.	Equipment status report submission.

S. No	Activities and Faculty In- Charge	Dept.	Responsibilities
6.	**CLASS and YEAR COORDINATORS**	CIVIL CSE ECE EEE MECH B.Tech- IT Bio- Biomedical Engg., B.Tech-CSBS B.Tech- AI&DS MBA MCA M.E(CSE) M.E (Manu. Tech.) M.E(Power Electronics and Drives) M.E(Communication Systems)	1. Collection of University examination fees including arrears exam. 2. Application for revaluation and Xerox copy of answer scripts for respective class. 3. Collection of breakage fee. 4. Distribution of university mark sheets and Hall tickets. 5. Students leave letter approval and daily absentees monitoring. 6. Arranging alternative class while faculty member is on leave. 7. O.M.R. sheet submission with internal mark. 8. Student data maintenance – Name, Roll, Address, Phone No, Progress card and arrears subjects etc. 9. Organizing special coaching class for weaker students 10. University Examination Result Analysis 11. Submission of Minutes of class Committee meeting to Principal's Office 12. Submission of all academic reports pertaining to the class. 13. Maintenance of daily test, assignment, internal assessment test marks and internal assessment marks.

S. No	Activities and Faculty In-Charge	Dept.	Responsibilities
7.	**COMPUTER STATIONERY STORES IN-CHARGE**	CSE	1. Purchase of all computer and printer stationery. 2. Annual budget preparation for the above items. 3. Maintenance of consumables stock register. 4. Stock entry and bill passing. 5. Maintenance of indent book for issue (printer paper & printer ribbons)
8.	**INTERNET IN-CHARGE**	IT	1. Internet maintenance 2. Breakdown call 3. Bandwidth recording & Renewal 4. Maintenance of all records.

S. No	Activities and Faculty In- Charge	Dept.	Responsibilities
9.	**COMPUTER CONSUMABLE IN-CHARGE**	CSE – System Administrator	1. Purchase of computer and printer components. 2. Maintenance and issue of computer and printer components. 3. Annual budget preparation and stock register maintenance. 4. Maintenance of consumable stock register. 5. Stock entry and bill passing. 6. Maintenance of indent book etc. for components.

7.3 LIST OF RECORDS AND FILES TO BE MAINTAINED IN THE DEPARTMENTS

1. Attendance & Assessment record of students
2. List of faculty members department wise
   i) Degree certificate copies   ii) Appointment Order
3. Faculty work load
4. Department time table (Semester time table, Lab time table, Class room allocation , Master Time Table)
5. Lab Manuals
6. Academic performance record of students (University result analysis)
7. Faculty development programme
   i. Summer – Winter Schools   ii) M.E. Programme
8. Record of student projects
   i. Project review methodology   ii) Sample copies
9. Course File
10. Syllabus & Curriculum
11. Education tours
12. Guest lectures
13. Symposium & Seminars
14. Student mini projects
15. Annual Budget
16. Record of Achievements Awards & Recognition
17. Department meeting, minutes book
18. Stock register
    i) Consumables   ii) Non consumables
19. Purchase file – equipments and consumables
20. Student academic performance and attendance – analysis
21. Student particulars
22. Local visits
23. Prevention of students for lack of attendance and readmission
24. University exam, Weeklytest, SA test and Internal Assessment test result analysis.
25. General circular file

CHAPTER 8

TARGET FOR ACADEMIC ACHEIVEMENTS

TARGET FOR STUDENTS ATTENDANCE, ACADEMIC PERFORMANCE, MAINTENANCE OF LABORATORY FACILITIES, CO-CURRICULAR ACTIVITIES AND CONTINUE EDUCATION AND EXTENSION OF ACTIVITIES FOR DEPARTMENTS

NOTE:

With an objective to improve the academic performance of the students as well as overall development activities in the college, the target is set for various activities relating to curricular and co-curricular and other activities. The objective of setting the target is to motivate each department and each faculty member to perform better and better and achieve the target level.

The HOD shall be responsible and have the freedom to device innovative methods or procedures to achieve the target in all the sphere of activities. However, the new procedures or methods may be presented in the HOD meeting and discussed in detail before implementation. The responsibility of drawing the road map and working out action plan rest with the Directors, HODs and the faculty members. The problems faced in achieving the target should be assessed and solved at the department level and in the event of difficulties in solving the problems, the reasons and possible procedures for solving the same may be discussed in the HOD meeting.

8.1   ACADEMIC PERFORMANCE

a. Continue Assessment Test

Sl.No.	Particulars of activity	Target
1	Minimum pass in each subject	85 %
2	Minimum pass in a class	75 %
3	Minimum class average mark in a subject	60 %
4	Maximum no. of students failed in 3 and More than three subjects in a class.	20 % of class strength
5	No. of students failed in all subjects in a class.	Nil

b. End Semester /University Examination

Sl.No.	Particulars of activity	Target
1	Semester wise minimum pass	85 %
2	Minimum pass in each subject	95 %
3	Failures in practical examination	0 %
4	VIII semester minimum pass	100 %
5	MinimumUniversity Rank Report	2

8.2   STAFF AND STUDENTS ATTENDANCE:-

Sl.No.	Particulars of activity	Target
1	Minimum semester wise daily attendance	97 %
2	Maximum absenteeism permitted for a student per semester (If violated parents should be called for counseling)	4 days
3	Parent meeting the HOD compulsory if the students is absent	more than 2 days continuously
4	Collect re-admission fee of Rs.500/- if absenteeism exceeds	more than 3 days
5	Parents meeting HOD compulsory if monthly attendance	less than 75 %
6	Parents meeting HOD compulsory if the leave exceeds in a semester	4 days
7	Faculty Attendance Per Month	95 %

8.3   ACADEMIC ACTIVITIES:

Sl.No.	Particulars of activity	Target
1	Submission of Lecture notes for 2 ½ units	Before semester commencement
2	Submission of Xerox copies of lecture notes for 5 units	End of the semester
3	Detailed lesson plan Submission	One week before semester commencement
4	Issue of question bank to student.	On the day of reopening
5	Issue of Lab manual to students	On the day of reopening
6	Minimum no. of students project work per faculty member	2
7	Course file submission by faculty member	End of the semester
8	Personal file submission by the faculty member	End of the semester
9	Minimum publication of Technical paper by a faculty member per year	1

8.4   MAINTENANCE OF LABORATORY FACILITIES:

Sl.No.	Particulars of activity	Target
1	Shortage of consumables at any point of time	Nil
2	Reporting period for equipment repair to Principal's Office after failure	2 days.
3	Reporting period for servicing of computers after failure	2 days
4	Deficiency in equipments as per AnnaUniversity norms.	Nil
5	Deficiency in softwares as per AnnaUniversity norms.	Nil

8.5ACADEMIC WORK LOAD TO FACULTY MEMBERS:

Sl.No.	Particulars of activity	Target
1	HOD	1 theory
2	Professor	2 theory
3	Associate Professor	2 theory + lab
4	Assistant Professor	1 theory or 2 theory + lab
5	No. of times a teacher can take the same subject continuously	3 times
6	Critical subjects should be taken by	HOD/Professor/AssociateProfessor
7	First year subjects allotment	Senior faculty members
8	No. of faculty members per batch of 36 students for lab class	2

8.6   CO-CURRICULAR ACTIVITIES:

Sl.No.	Particulars of activity	Target
1	Minimum no. of guest lecture for each class per semester	3
2	Minimum faculty development programme to be conducted by department per year (In-house or AnnaUniversity sponsored or Outside agency)	1
3	Minimum no. of Professional societies to be formed ISTE / IETE / IEEE / CSI in each department	2
4	Minimum MOU with industries	2
5	Minimum external sponsored projects per year	1
6	Minimum no. of consultancy work per year	1
7	Minimum no. of department level conference/seminar/workshop	2 per semester
8	Minimum no. of National / State / Regional level conference /seminar/workshop	1 per year
9	Minimum no. of industries based students project	25 % of Total Project
10	Minimum no of Students paper presentation per semester	25 % of Faculty Strength
11	Deputation of minimum no. of faculty members to conferences / workshop per year	10 % of Faculty Strength
12	Deputation of minimum no. of faculty members to FDP per year	20 % of Students Strength
13	No. of students for Industrial training per year	10 % of Students Strength
14	No. of times Students counseling per semester (slow learners)	3
15	Chairs instituted by Department	1
16	Minimum no. of Class wise group counseling by HOD / Senior faculty members per semester	2
17	Student Mini Projects Per Department	3
18	Industrial Visits for each class per year	2

8.7 PLACEMENT AND TRAINING – PER BATCH

Sl.No.	Particulars of activity	Target
1	MOCK interviews and GD (In-house)	3
2	Personality development programme (In-house)	3
3	Personality development programme (Outside Agencies)	3
4	Career guidance workshop (Outside)	2
5	Aptitude skill development programme (In-house)	3
6	Aptitude skill development programme (Outside Agencies)	2
7	Communication skill Development (In-house)	3
8	Communication skill development programme (Outside Agencies)	2
9	Motivation and counseling lecture by senior faculty members (In-house)	6 cycles – Every year 2 cycles
10	Computer programming (In-house)	3
11	Entrepreneurship Development	1
12	Aptitude skill test on-line	12
13	One day workshops on placement training	3
14	Guest Lecture on IT, ITES (In-house) per semester	3
15	Guest Lecture on Interviews Tech, personality, other skills (Outside)	3

8.8 STUDENT DISCIPLINE

Sl.No.	Particulars of activity	Target
1	Semester-wise indiscipline student list submission	First week of every month
2	Semester-wise defaulters in record submission in Lab.	0 %
3	Max. no of Absence permitted in Test, Weekly Test, Model Exam per student, per sem.	1

8.9 PLACEMENT

Sl.No.	Particulars of Activity	Target
1	Placement of students	75 % of eligible students
2	Minimum no. of On-campus placement interviews	10
3	Minimum no. of Off-campus interviews	15
4	Minimum no. of Companies to be visited per month	6
5	Minimum no. of special guest lecture by HR personals from IT industries per semester.	3
6	Minimum no. of IT companies tie ups for accreditation	3
7	Special lecture by Placement Officer on (resume writing, interview technique, IT companies profile, nature of placement test by various companies etc. per week)	2 hrs
8	Mini Interaction with III and IV year students to discuss placement activities	Once in a month
9	Presentation to HODs and Senior faculty members on placement activities.	Once in two months

CHAPTER 9

MOTIVATIONAL INITIATIVES

9.1   INCENTIVES TO PURSUE HIGHER EDUCATION:-

Faculty members are encouraged to join Ph.D. Programme under the following scheme.

     i.   Ph.D. – Part-time Programme.

9.1.1 O.D. FACILITIES TO PURSUE HIGHER EDUCATION:-

     i.   Ph.D. – O.D. to attend course work

    ii.   Reduced work load for teachers pursuing Ph.D. Programme (scholar)

9.1.2 FINANCIAL ASSISTANCE

     i.   Interest free education loan to pursue Ph.D

9.2 FACULTY DEVELOPMENT PROGRAMME, WORKSHOPS AND CONFERENCES etc.,

     i.   Faculty members are encouraged to attend Faculty Development Programme, Seminars, Symposia, Workshops and Technical meets to improve their technical skills. The Registration fee, TA and DA and other expenses are borne by the college.

    ii.   Faculty members are encouraged to present papers in National and International Conferences. In addition, to Registration fee, TA, DA, cash awards are given to the faculty members.

    iii. Exam fee for NPTEL Courses

9.3   CASH PRIZES FOR GOOD ACADEMIC PERFORMANCE:-

The faculty members are given cash prizes for their academic achievements in the University

Examinations for theory subjects as below:

Cashprizes

a. **Paper publication:** Rs.25,000 for a paper publication in SCI or SCIE indexed journal, Rs.7,500 for a paper publication in Scopus indexed journal (Paper has to bepublished).
Cash prizes will be divided among the authors by using the following scheme:
(1). If there aretwo authors in a paper, both authors will get 50% of prize money
(2). If there are three or four or five or more authors, first author will get 50% and remaining 50%

will be shared by others

(3). For a paper published with other institute authors, if our faculty is first author, he/she will get 100% prize money. lf our faculty is second author, he/she will get 70% or if our faculty is third author,he/shewillget30%orifourfacultyisinfourthorfifthposition,he/shewillgetI0%.

b. **Books publication** with ISBN as first author: Rs.25,000 for a book publication in foreign publisherandRs.15,000for Indian publisher book.Rs.5,000 is for book chapter publication

c. **Patent awarded** —Rs.50,000/patent.

d. **Registration** amount for doing NPTEL courses, attending Faculty Developing Programmes (conducted by NIT, IIT and Other states' colleges), and conference paper presentation, copyright and patent registration will besanctioned.

e. **Funded Research project** from outside: 5% of total project amount will be given for project investigators.

f. **Consultancy project:** 10% of total amount will be given for consultancy in-charge. Target for all Engineering Departments is Minimum Rs.4 lakhs per academic year has to be received.

g. **Product development:** Rs.5000 per commercial product will begiven.

9.4   CASH PRIZES FOR REGULAR ATTENDANCE AND BEST PERFORMANCE

The management encourages the faculty members by giving three days salary as cash prize for those who not availing CL during semester working days.Further, the HODs and the faculty members will be rewarded for their best performance in every academic year.

9.5   CASH BENEFITS FOR IN-HOUSE TRAINERS

Faculty members are encouraged to train the students in value added courses. The Management will give incentives to the in-house trainers based on the number of hours taken in each course.

CHAPTER 10

LEADERSHIP

10.1 INTRODUCTION:-

Leadership involves interpersonal interaction leading a team strategic planning and implementation to attain specific goals or to complete certain task.

Leadership is interpersonal skill exercised in a situation and leadership requires strategic planning and execution of the same with the help of team members to attain specific goals. Leadership inspires and motivates faculty members and creates self confidence and build morale. Every individual requires formal training to gain leadership skills and a practical environment or leadership position to exhibit their leadership skills. These aspects were taken care of this Institution.

10.2 TRAINING TO DEVELOP LEADERSHIP SKILL:-

To hone our faculty members with their leadership skills, the college organizes various leadership programmes such as communication skills, personality development program, learning process methods, entrepreneurship development, professional ethics etc. These programmes will develop qualities and attitudes among faculty members which help them to look into the future and to bring necessary changes on proactive basis.The vital role of a teacher is to provide instructional leadership from the knowledge gained through various leadership development programmes.

10.3 LEADERSHIP POSITIONS:-

The following leadership positions are given full freedom to discharge their responsibilities and to achieve their target:

1. Leader of faculty team – Head of the Department
2. Leader of student group in class – Class Teacher
3. Leader of student team – Student Mentor
4. Leader of Non-teaching staff in Lab – Lab In-charge
5. Leader of various Committees – Chairman / Chair Person

CHAPTER 11

TRANSPARENCY

11.1   INTRODUCTION:-

The following procedure is followed to ensure transparency among the Governing bodies,Management, faculty members, staff members and students.

11.2   H R POLICY BOOK IN DEPARMENT:-

A copy of the H R Policy book is given to each department and maintained for ready reference for faculty members and students. In addition to that copy of the book is also kept in the Library for open reference. The H R Policy book covers recruitment of staff, promotion to staff, leave rules, academic procedures, duties and responsibilities of staff, academic targets, etc.

11.3   MINUTES OF THE HOD MEETING TO DEPARTMENT:-
The Minutes of the HODs Meeting held in every month to discuss various items of academic works, development works, co-curricular activities, extra-curricular activities etc., are circulated to all the departments through circulars.

11.4   MINUTES OF GOVERNING COUNCIL AND ACADEMIC ADVISORY BOARD TO DEPARTMENT:-

Any decisions made by the Governing Council or Academic Advisory Board or by the Management in policy are conveyed to all the departments by circulating a copy of the Minutes.

Minutes of the Governing Council and Academic Advisory Board are kept as reference in the Main Library.

11.5 SEMESTER FACULTY MEETING:

 Every semester Staff Meeting is conducted for interaction and dissemination of the
Information regarding conduct of the ensuing semester's academic Programmes.

11.6 FEED BACK TO STAFF FOR REVIEW:

Students' feedback, Peers' feedback, HODs evaluation and ACR are given to faculty members for self review and discussed with the faculty members or counseled.

CHAPTER 12

DECENTRALIZATION AND DELEGATION &PARTICIPATIONOF FACULTY

12.1   INDEPENDENT CHARGE OF HOD:-

12.1.1   The HODs are given independent responsibilities for running the department covering planning, development, procurement, maintenance, recruitment, promotion, increment, incentives etc.

12.1.2   Financial power is delegated to HODs for procurement of equipments, repairs and servicing of equipments and to meet all the expenditure relating to department as indicated in Chapter 15 Para 15.3

12.1.3   The HODs are given responsibility for identifying the books and journals required for Central Library and Department Library.

12.2   COMMITTEES FOR VARIOUS ACTIVITIES:-

The various Committees are constituted with empowerment to plan and execute the various activities relating to Committees. All the HODs , senior faculty and faculty members are enrolled as member of various   committees which form as a back bone for running the Institution.

1. Grievances and Redressal Committee
2. Library Committee
3. Extra Curricular activities Coordination Committee
4. Sports and Games Coordination Committee
5. Examination Cell
6. Disciplinary Committee
7. Purchase Committee
8. Research and Development Committee
9. ISO Committee
10. Alumni Activities Committee
11. Industry Institute Interaction Committee

12.3   LABORATORY IN-CHARGES:-

Laboratory In-charges are given the full responsibilities for maintenance of equipments and other accessories. They are empowered to prepare budget for maintenance, development of lab facilities and procurement of equipments etc.

12.4   EXTENSION ACTIVITIES BY FACULTY MEMBERS:-

All the faculty members are given the freedom to plan and organize the following academic extension programme:

   i.   Organizing works / seminars.
   ii. Conduct of faculty development programmes
   iii. Short tern course
   iv. Consultancy works
   v.   Sponsored research.

12.5   CLASS AND YEAR COORDINATORS:-

12.5.1   Details of decentralization, delegation of powers and participation by faculty as Class and Year coordinators are clearly stipulated in Section 9.6.

12.6   MENTOR SYSTEM:-

A faculty member is put as an Advisor and Guide for a group of 15 to 20 students (Max.) to lead them in developing various skills to gain subject knowledge to plan career to prepare for placement etc. through out the course.

CHAPTER 13

COMMITTEES

The following are the Committees and its functions

COMMITTEES FOR VARIOUS CURRICULAR AND CO-CURRICULAR ACTIVITIES AND THEIR FUNCTIONS:

13.1   GRIEVANCES AND REDRESSAL COMMITTEE:-

i.   To consider the welfare of female teaching and non-teaching staff members of the college.
ii.   To consider the recreational facilities for lady staff.
iii. Create the health care facilities to lady staff members and girl students.
    ivTo review complaints received from lady staff members and girl Students and take appropriate actions.

13.2   LIBRARY COMMITTEE:-

i.   Collecting list of books and journals from HODs for each semester and procuring after approval, by the Management.
ii.   Indexing and stocking of new books and journals.
iii. Periodical publication of defaulters list.
iv.   Indexing and stocking of Lecture notes and question bank for each semester.
v.   All works related to Library development.

13.3   EXTRA CURRICULAR ACTIVITIES COORDINATION COMMITTEE:-

i.   Finalization of cultural day events for each year in Even semester
ii.   Preparation of proposal of purchase of prizes and medals.
iii.   Organizing the cultural day function.
iv.   Preparing students to participate in cultural events in other   places.
v.   Creation of a centre for cultural activities.
vi.   Conducting NSS and YRC activities
vii.   Conducting Blood and Social service camp.
viii. All development works relating to cultural activities
ix.   Inter departmental activities.
x.   Formation of Professional societies activity
xi.   ISTE Chapters
xii.   Preparation of college news letter and magazine.

13.4   SPORTS AND GAMES COORDINATION COMMITTEE:-

    i.   Annual budget for the sports and games accessories
    ii. Conduct of the sports and games – Intramural.
    iii. Organizing the sports day functions.
    iv. Hosting of Zonal games and sports.
    v.   Budget estimate for sports day and purchase of cups and medals.
    vi. All development works relating to sports.

13.5   CONTROLLER OF EXAMINATION:-

    i.   CAT-I /CAT-II / End Semester Examination as per procedure.
    ii.   Examination fee collection and submission to COE.
    iii. Paper revaluation and Xerox copy of Answer script.
    iv. University Exam Accounts maintenance and submission.
    v.   Issue of Hall tickets and University Mark statements.
    vi. Appointment of AUR, Squad member and Examiners for paper valuation.
    vii. All correspondence with COE, AnnaUniversity.
    viii. Procurement of Stationary items for Test and University exam
    ix. Maintenance of Xerox machine.
    x.   Maintenance of Stock book for stationary items.
    xi. Submission of Internal assessment marks and Attendance to COE.
    xii. Complaints on Question paper to COE.
    xiii. Semester drop and re-admission for attendance shortage.
    xiv. Lecture Hall allocation and desk arrangement.
    xv. Exam malpractice reports.

13.6   DISCIPLINARY AND WELFARE COMMITTEE:-

  ITo examine / inquire and recommend punishments / remedial measure
in the cases of:

    i.   Malpractices in examinations
    ii. Indiscipline in the college campus and hostel premises
    iii. Complaints of ragging
    iv. Complaints of eve-teasing and harassment of weaker sections.
    v. Any other activity that may damage the discipline and harmony of the college.

  II   To visit periodically the campus of the college, including the hostels
to recommend improvements in amenities and maintenance of
students' facilities.

13.7   PURCHASE COMMITTEE:-

i.   To scrutinize the specifications and the quotations.
ii. To review the terms and conditions of payment, taxes, the reputation of the company etc.
iii. To assess the standard and quality of the equipment by referring the pamphlets, other vendors using the equipments etc.
iv. To give specification to the HOD for the procurement of the equipments.

13.8   RESEARCH AND DEVELOPMENT COMMITTEE:-

i.   Continuing education.
ii.   Consultancy
iii. Student project work.
iv.   Overall planning to meet / satisfy NBA requirements.
v.   Paper presentation by students and faculty in Conferences / Workshops / Seminars
vi.   Organizing Conferences / Workshops / Seminars / Symposia
vii. Organizing Faculty Development Programme.
viii. Higher studies students and faculty members.
ix.   Research proposals to funding agencies.
x.   Summer and winter school proposals.
xi.   E class rooms and E learning
xii. Audio-Visual centre
xiii. Professional affiliations – Institutional membership, IEEE, ISTE, CSI & IETE.

13.9   ISO COMMITTEE:-

i.   Implementation of ISO 9001-2015
ii.   Internal quality audit and action on Non-conformation reports
iii. Updating the ISO procedures
iv.   All activities related to 9001-2015

13.10   ALUMNI ACTIVITIES COMMITTEE:-

i.   To create the data base of Alumni
ii.   To conduct periodical meetings and annual meeting with alumni members.
iii. To resort to the help of Alumni members for placement activities.
iv.   To mobilize funding for special purposes like scholarships, prizes, awards etc.
v.   To conduct lectures by invited speakers.

13.11   INDUSTRY-INSTITUTE INTERACTION COMMITTEE

i. MOU with reputed Industries.
ii. Short term courses and Seminar / Symposium in collaboration with Industries
iii. Student's in-house Mini projects and creation centre for projects.
iv. Guest Lectures and Industrial visits.
v. Association activities.
vi. In-plant training for students and faculty and students projects from Industries.
vii. Consultancy works.
viii. Value added courses VLSI, Smart, Embedded System, Software testing, Networking, CISCO, SAP, FOSS etc.

CHAPTER - 14

LEAVE RULES

14.1 SHORT TITLE AND APPLICATION:

14.1.1   These rulesis called "E.G.S.Pillay Engineering College Employees Leave Rules" herein after called the "EGSPEC Leave Rules" and they shall come into force with immediate effect.
       These rules shall apply to all persons employed in connection with the affairs of the EGSPEC.

14.2 KINDS OF LEAVE

         14.2.1   Casual Leave
         14.2.2   Vacation Leave
         14.2.3   Compensatory Leave
         14.2.4   On Duty Permission
         14.2.5   Maternity Leave
         14.2.6   Medical Leave
         14.2.7   Hospital Leave
         14.2.8   Extra-ordinary Leave
         14.2.9   On Duty for pursing Part time study.
         14.2.10   Permission / Late Attendance
         14.2.11   Marriage Leave

14.2.1   CASUAL LEAVE

Casual Leave is not earned by duty but it is concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on Casual Leave is not treated as absent from duty. He/She is eligible to avail himself/herself of 12 days of Casual Leave in a Calendar year. Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on Casual Leave shall be treated as duty for the purpose of calculation of other leave. A single period of absence on Casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed ten days. Casual leave cannot be combined with any other kind of leave. However, only one day casual leave will be sanctioned in a month and up to a maximum of 3 days in case of emergency on production of proof..

14.2.2 VACATION LEAVE:-

14.2.2.1 The teaching staff and technical staff who have served for two semesters consecutively in this college are eligible for 30 days of vacation leave in an academic year. If they have served only one semester, then they are eligible for 15 days of vacation leave. Those who have served less than one semester are not entitled for this leave.

14.2.2.2 Vacation leave can be availed only during vacation period as declared by the Principal. Vacation leave may be curtailed or refused if the services of the faculty members are required during the vacation period.

14.2.2.3 Vacation leave may be availed either in one spell or in two spells at the discretion of the Principal. Vacation leave may be availed with a minimum of seven days in a spell.

14.2.2.4 In Odd semester November – December, vacation leave will be restricted to a period of not more than 15 days.

14.2.2.5 Vacation leave shall be declared by the Principal; the faculty member shall inform and get permission from the Principal based on the recommendation of the HOD. Vacation leave cannot be coupled with any other leave.

14.2.3 COMPENSATORY LEAVE:-

14.2.3.1 Staff members who work on specific request and approval of the Secretary/ Advisor/ principal/HoD on college holidays, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation leave. The quantum of compensatory off will depend on the duration of work on holidays.

14.2.3.2 Compensation leave should be registered in the Principal's office with proper prior permission when attending duty on holidays and should be availed within 2 months after the actual date of working with **prior sanction**. Compensation leave should not be combined with CL.

14.2.3.3Maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 8 days in a calendar year.

14.2.3.4The unavailed CPL within 2 months after the actual date of working will automatically lapse. The unutilized CPL cannot be encashed like CL.

14.2.4 ON DUTY PERMISSION:-

14.2.4.1 On duty permission to the teaching staff and non-teaching will be granted only with the prior permission in writing from the HOD and on approval by the Principal.

14.2.4.2 The teaching staff members will be allowed a maximum of 20 working days in an academic year as " ON DUTY" for the purpose of attending Central Valuation / External Examiner for practical examinations connected with University. Teaching staff

whowish to avail ON DUTY permission for the above purposes must obtain prior approvalandproduce an evidence from the competent authority for sanction. Otherwise theirabsencewill be treated as unauthorized absence. All other duties if any pertaining to thecollege should be specifically informed to the HOD and Principal and permissionobtained inadvance.

14.2.5 MATERNITY LEAVE:-

14.2.5.1   Maternity leave may be granted to married women employees for 90 days from pre-confinement rest to post confinement recuperation, at the option of the employee provided that **no** Maternity leave shall be allowed to married women employees, ifthey already have one living children. During the period of maternity leave theyare eligible for 50% of pay and allowances.

14.2.5.1   Should have completed two years of service in this college.

14.2.5.2   Should give an undertaking that they will work for one year after rejoining duty.

14.2.5.3   The staff members who are availing of maternity leave are not eligible for medical leave.

14.2.5.4   They must forego the vacation leave to the extent of 50 % of maternity leave availed.

14.2.5.5   If already availed vacation, the same will be adjusted or salary will be deducted accordingly.

14.2.6   MEDICAL LEAVE:-

14.2.6.1   The staff members who are hospitalized for serious illness or major surgery/disability are eligible for this leave and should be supported by authentic approval through medical practitioner's certificate acceptable to the Management. In case of serious illness without hospitalization they are also eligible for medical leave. But they have to forego vacation period to the extent of medical leave availed. Sanction of medical leave is purely the discretion of the secretary and can not be claimed as a matter of right oritcan not be earned.

14.2.6.2   Medical leave will be granted subject to the following conditions:

      i.   Should have completed one year of service in this college.

      ii. Should give an undertaking that he/ she will work for one year after rejoining the duty.

14.2.7   HOSPITAL LEAVE:-

14.2.7.1   Hospital leave may be granted to an employee under Medical treatment for illness or injury, if such illness or injury is directly due to occupational hazards associated with the post.

14.2.7.1 Hospital leave may be granted on leave salary either full or half, as the leave Sanctioningauthority may consider necessary depending on the circumstances of the case involvedleading to hospitalization.

14.2.8 EXTRA-ORDINARY LEAVE:-

14.2.8.1 Extra-ordinary leave shall always be without leave salary and may be granted, when informed leave is availed by staff member and submitted the leave application belatedly. The leave is treated as Extra-ordinary Leave (EOL) with a deduction of salary as follows:

$$EOL = \frac{Gross\ Salary\ X\ No.\ of\ days\ on\ leave}{No.\ of\ working\ days\ in\ the\ month}$$

14.2.8.1 The leave applied and sanctioned during working days to attend classes for day time M.E. part-time course and course work for Ph.D. will be treated as EOL with deduction of salary as mentioned in **14.2.8.1.**

14.2.9 **ON DUTY PERMISSION FOR PURSUING Ph.D. UNDER THE PART TIME PROGRAMME OR RULAR PROGRAMME.**

14.2.9.1 An employee may be granted OD permission so as to enable him to undergo part time   higher studies or specialized training in a professional or technical subject and close connection with the branches of study relevant to the College and has bearing on the candidates' area of specialization.

14.2.9.2 OD permission shall not be granted to one, whose absence will cause cadre-difficulties, besides dislocation in the regular work of the college.

14.2.9.3 An employee availing himself of OD permission for pursuing higher studies, shall furnish a bond in the prescribed form and on stamped paper to serve the College on return to duty they must serve in the College for a minimum period of one year. Otherwise, they have to pay Rs.50,000/-(Rupees Fifty thousand only) to the College Management.

14.2.9.4 On duty permission for pursuing their higher studies will be granted only on working Saturdays. They should apply for CL or EOL as the case may be, during working days i.e Monday to Friday. However, for writing University Theory and Practical examination during week days, OD will be granted on production of proof.

14.2.9.5 Whenever applying for OD permission for study purposes, they should submit the OD application in advance; otherwise the absence will be treated as EOL.

14.2.9.6 They should make alternative arrangements for their theory and lab classes with prior approval. OD permission will be granted only if they make alternative arrangement for their classes, through a teacher handling subject for the same class.

14.2.9.7   They should produce the attendance certificate from the faculty advisor where they are undergoing the higher studies.

14.2.9.8   Depending upon the quantum of departmental work load, whether one lab course or one theory course will be dropped from the normal work load allocation during the period of studies.

14.2.10 PERMISSION / LATE ATTENDANCE:-

14.2.11.1   Generally permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave or EOL as the case may be.

14.2.10.1   Permission is allowed either at the beginning of the forenoon session or at the end of the afternoon session only when there is no class work

14.2.10.2   All employees should follow the prescribed working hours strictly. All employees should sign the attendance register. If any staff is late he/she has to sign in the late register maintained in the office. Late attendance for more than an hour will be treated as half-a-day leave. If any staff member comes late on more than two occasions in a month, each such late attendance will be treated as half-a-day leave.

14.2.10.3   Either two permissions or two late occasions are allowed every month and if it exceeds two (both combined), half a day casual leave or EOL will be counted.

14.2.11 MARRIAGE LEAVE:-

14.2.12.1   An unmarried staff member is eligible for 7continuous days of days marriage leave From the day of marriage on production of invitation. The marriage leave can be combined With CL or CPL or EOL. The concerned staff member shall apply for marriage leave in advance.

CHAPTER – 15

PURCHASE PROCEDURE

15.1   INTRODUCTION:-

   This procedure covers the procurement of Equipments, Consumables, Equipment maintenance, Stationery items / Furniture and other miscellaneous items to be used in the teaching – learning process. The primary responsibility of procuring the items is vested with the HODs. The procurement action is initiated by the Faculty (User). The User will give the specification of item to be procured. The User will also check the procured item after its supply and ensure the supply to specification. The User will Log the receipt of the material in the Stock Register maintained in the department. The User is also responsible for the maintenance and proper operation of the equipment (or items) procured. The HOD will nominate senior faculty members of the department as members of the Purchase Committee, which will co-ordinate the purchase activity at the Department.

15.2   BUDGET:-

The Director and HOD will prepare annual budget under the headings Equipments, Consumables, Furniture, Equipment maintenance, Stationery items and other miscellaneous items to cover guest lecture, industrial visit, project work, FDP, seminar / workshop for faculty members, seminar / workshop for students, lab manuals, lecture notes etc. and submit the comparative statement to the Principal's Office in fourth week of March. The Principal shall consolidate the budget of all the departments and prepare the over all budget for the college and get the approval of Management in 2nd week of April.

15.3   DELEGATION OF FINANCIAL POWER:-

The authorities competent to accord financial sanction to the purchase of apparatus and equipments, tools and plants, spares parts, consumables, stationery items etc. along with financial limits are indicated against each below:

Sl.No.	Category	Chairman/Secretary	Principal	Chief COE/COE	HODs
1	Purchase of apparatus and equipments, tools and plants, consumables	Full powers	Up to Rs.1,00,000/- at a time	Nil	Up to Rs.20,000/- at a time
2	Examination Related and claimSettlement	Full powers	Nil	Up to Rs.5,00,000/- at a time	Nil
3	Purchase of stationery items	Full powers	Up to Rs.50,000/- at a time	Up to Rs.50,000/- at a time	Nil
4	Purchase of books, journals, periodicals and maps	Full powers	Up to Rs.1,00,000/- at a time	Nil	Nil
5	Expenditure on guest lecture, seminar, symposium, FDP, workshop and other academic related activities	Full powers	Up to Rs.1,00,000/- at a time	Nil	Up to Rs.10,000/- at a time
6	Expenditure on repair and maintenance of equipments	Full powers	Up to Rs.1,00,000/- at a time	Nil	Up to Rs.20,000/- at a time

15.4 **FORECAST ON REQUIREMENTS AND TIME SCHEDULE FOR THEIR PURCHASE:-**

15.4.1 The HODs shall be in-charge for the equipments and stores attached to the department concerned. They shall prepare the lists of items of stores to be replenished at such periodical intervals as may be necessary based on the estimated annual or other periodical intervals, say 6 months or 3 months, and arrange for the purchase of stores. They should ensure that unnecessary items of stores are not held in stock, while at the same time, adequate number of quantity of spares / stores is kept consistent with the pattern of consumption and time required for the manufacturers / dealers to supply.

15.4.2 The faculty in-charge of the lab shall submit a proposal for the procurement of the required items along with the specifications and brand. He shall collect quotes from minimum 6 probable vendors with the concurrence of the HOD. The faculty member shall discuss the details of the specification with the vendor and recommend the vendor in the order of merit and submit to Purchase Committee after sufficient quotes are received. The items to be procured should have already been included in the budget and sanction obtained.

15.5 **GUIDELINES GOVERNING THE PURCHASE :-**

15.5.1 As a general rule, no stores shall be purchased without obtaining prior administrative sanction of the competent authority.

15.5.2 The sanction accorded by a competent authority shall lapse, if it is not acted upon for a year. A sanction accorded by the competent authority shall be deemed to have been acted upon, if tenders have been accepted or an indent have been placed with an approved firm, even if the actual payment in whole or in part has not been made during the said period.

15.5.3 Only items for which sanction has been accorded should be purchased. No substitution of items or deviation of quantity shall be made without the approval of the sanctioning authority.

15.5.4 Administrative sanction should be obtained for the total expenditure involved in the proposal (including packing, forwarding, freight, Sales Tax, Customs Duty, Insurance, if any, etc.) and not for the basic cost of the stores alone. If such information is not furnished in the quotation, it should be got from the prospective suppliers, the total expenditure worked out and proposals sent for sanction.

15.5.5 The total value of the stores to be purchased should not be split up conveniently, so as to avoid sanction by a higher authority.

15.6   PURCHASE PROCEDURE:-

15.6.1   The proposal must contain (i)the purpose for which they are required, eg. For general purpose, laboratory maintenance, projects or other purposes. (ii) Detailed specifications and instructions if any, should be given, so that the right type of material which is required could be intended for and supply got effected. Stores of a particular type or make should not be asked for, except when they are / articles of proprietary nature (iii) The approximate cost of the equipment and (iv) Availability of funds etc.

15.6.2   **Tenders / Quotations:** Stores should not be purchased without calling for quotations

15.6.3   **Methods to be followed for obtaining Tenders / Quotations :**
   i)   By direct invitation to a limited number of reputed firm (minimum 6) (Limited Tender), the invitation being sent to them by post / courier.

   ii)   By invitation to one firm only (single Tender) or private purchase for small order costing less than Rs.1,000/- at a time or if more than one kind of article, the same does not exceed Rs.2,500/-

15.6.4   When owing to inadequate publicity or some other reasons, no satisfactory tender is received in response to invitation to tenders, fresh tenders shall be invited and the invitation to tenders should be specifically brought to the notice of all the possible tenderers.

15.7   TENDER PROCESSING METHOD:-

15.7.1   The quotations received shall be tabulated, and decision taken on the selection of offer with the least possible delay, so as to place the Purchase Order within the validity period of the quotations. The term "price ruling at time of delivery' should not be accepted. No price fluctuation within that period is allowed. If the item offered is a new one, it is advisable to ask for its demonstration before a decision is taken.

15.7.2   Only the lowest tender should be selected. If the lowest tender is not according to the specifications given in the tender schedule or the item offered is considered as not suitable, the rejection of such offer should be technically justified. The general remarks such as the item will or will not suit our purpose, etc., should not be recorded in the comparative statement. There should be specific technical reasons for selecting or accepting an offer. Similarly the reasons must be recorded for rejecting the other lower offers if any, in the comparative statement itself.

15.7.3   In some cases, the firms may offer a different set of models and it is likely that the competent authorities may prefer them to the other models given earlier. If there is any material deviation from the specifications like capacity, size etc., between the items specified in the tender schedule and offered, they shall not be purchased without calling for a fresh tender or a re-tender.   At the same time if the models are upgraded and offered for the lowest price it could be accepted.

15.8   PURCHASE COMMITTEE:-

15.8.1   The Purchase Committee will consist of the following Members:

> 1. Purchase Officer   -   Convener
> 2. HoD   -   Member
> 3. Management Representative. -   Member

15.8.2   The Purchase Committee will go through the quotes and recommendations of the user and advise the concerned HOD. The concerned HOD will forward the recommendations of the Purchase Committee along with remarks to the Principal.

15.8.3   The Principal will scrutinize the comparative statement and give his remarks and send the file back to the concerned department. The HOD shall take copies of the comparative statement and the quotations and send the originals to Purchase Department for further action.

15.9   PLACING OF PURCHASE ORDERS:-

The Chairman/Secretary or the Principal will place order.

15.10   PURCHASE ORDER FORMAT (MODEL):-

Purchase order shall be issued for non-consumables and consumables items:

Repeat orders can be placed within two months from the date of previous Purchase Order but in the case of Computer Software and Hardware, it is restricted to fifteen days only.

15.11   TESTING:-

All materials which are to be tested before acceptance by the stores are to be tested at the earliest opportunity with great care.

The stores received at the Departments of the College should be verified and tested within one week from the date of receipt.

If there is any damage or defect in the equipment or if it is found that the specifications mentioned in the supply order do not tally, the fact should be reported to the suppliers and also to the competent authority immediately (by Registered post with Ack. Due) and the firm requested to rectify the defects or to replace the items as the case may be. If it is not possible to test the equipment for want of power connections or other obvious reasons, an interim reply should be sent to the firm stating that the stores have not been tested and that a report will be sent to them shortly. In any case, the equipment should be tested within a fortnight from the date of receipt by the Departments of the College.

15.12   STOCK ACCOUNT:-

15.12.1   The concerned Directors / HODs entrusted with the receipt and storage of stocks of any kind, should take special care in arranging for their safe custody.   He should also maintain stock accounts for Consumable stores and Non-consumables stores and inventories for the stock held in his custody, with a view to prevent losses to the Institution through theft, fraud, negligence or accident and to make it possible for easy check of the actual balance with the book balance and the amount of expenditure incurred on stores at any time.

15.12.2   Whenever a new item is received, the person-in-charge of the stores shall verify the article newly purchased, take it to stock account, and certify to that effect on the bill mentioning the particulars of entry in the Stock Register folio, etc. for the purpose of easy reference.

15.12.3   The stock entry certificate should be furnished, if the goods are received in good condition, irrespective of the fact that the payment for the same is made either at 90 % or 100 %.

15.13   ERECTION / INSTALLATION:-

15.13.1   The equipment received should be installed or erected with the least possible delay and put into beneficial use of the students.

15.13.2   To enable the expeditious erection of the machinery and equipment on receipt, advance action should be taken to complete the Civil and Electrical works, if any, before the arrival of the machines.

15.13.3   Erection of the machinery should not be delayed for flimsy reasons such as want of provision of power mains, purchase of fuel, oil, etc.

15.14   COMPLETION REPORT:-
As soon as the Equipment / Machinery received is erected and full payment due to the supplier is made and the machine is put to proper use, a completion report should be sent to the Accounts section along with bill for payment.

15.15   VERIFICATION OF STORES:-
15.15.1   All stores should be verified annually by a faculty nominated by the Head of the Department and approved by the Principal.

15.15.2   There shall be an annual verification of the stock kept in the stores including tools, furniture, equipments, etc., as on 1st May by an official duty appointed for the purpose of Stock Verification.   They shall be drawn from the staff having knowledge of the materials kept in the Stores. The Staff In-charge of the Stock accounts shall keep all the postings in the registers up-to-date for easy verification of the stock on hand. The Head of the Department shall be held responsible for the proper maintenance of the Stock Account. He will also send an Annual Report on the correctness of the balance as per the Stock Account to the Principal.

15.16   CONDEMNATION OF STORES:-

15.16.1   The Chairman is the competent authority to issue orders of condemnation and write off upto a limit of Rs.3 Lakhs at a time. If the cost of the equipment / stores is more than Rs.3 Lakhs the proposal shall be considered by the Governing Council of the College and write off ordered.

15.16.2   The Purchase Committee is also empowered for recommending the condemnation. The Committee should inspect the items and should send the proposal for condemnation of stores, machinery and equipments.

15.16.3   When stores, machinery and equipment become unserviceable or depreciate otherwise than in the ordinary course or by reasonable wear and tear, their value or the amount of depreciation as the case may be, should be treated as a loss to the College. Whenever, there is a loss due to theft or other causes, the matter should be reported to the Chairman thro' the Principal immediately, pending detailed investigation. The loss could be written off after approval of the Governing Council. The proposal shall be considered by the Governing Council and write off ordered. Prior orders of the Governing Council are necessary to write off such cases from the accounts.

15.16.4   After orders of condemnation and orders of write off obtained from the competent authority, the stores, machinery and equipments condemned are to be deleted from the ledger and at the same time, entered in a separate register titled "Register of Condemned Articles", giving a linking reference in both the ledgers. They should be sold at the earliest and the sale proceeds realized if any, should be credited to the College accounts immediately.

CHAPTER 16

16.1 POLICY DOCUMENT ON ALTERNATE SOURCES OF ENERGY AND ENERGY CONSERVATION

The Alternative Energy Sources Policy of E.G.S. Pillay Engineering College, Nagappattinam is made for proper implementation and efficient utilization of renewable energy sources in such a systematic way so as for minimizing its impact on the environment. Alternative Energy Sources offer the opportunities for student's community to engage in initiatives for contributing to environmental protection. The policy implies to explore the effective implementation of renewable energy resources for various applications in the campus.

Objectives

- To utilize green energy
- Reduce CO_2 emission
- Conserve fossil fuel energy
- Minimize the air pollution
- Utilize the clean energy

Policies

1. Communicate the objectives of policy and action plan to staff and students.
2. Install and utilize the renewable energy systems such as roof top solar photovoltaic panel for electricity generation and connecting the produced power to the grid etc., in a span of time.
3. Transform the campus into a renewable energy campus.
4. Educate students on fossil fuel pollution, depletion, and need for energy conservation.
5. Celebrate renewable energy day to create awareness among staff and students.
6. Organize seminars and conference to provide an opportunity to understand and analyse the technology, recent developments, scope and feasibility of implementation in Indian context.
7. Encourage students to carry out renewable energy projects and motivate entrepreneurship in manufacturing the system.
8. To convert the existing LED street lights into solar operated street lights.
9. Carry out an external audit through a renewable energy bodies.
10. Students and staff members are informed through internal circulars, notifications and conducting the awareness programme about the importance of energy conservation.

Features

The college management has taken following facilities in conserving the energy.

1. *Solar Energy* – Solar Water Heater has been installed at the Girls and Boys Hostel and the generated hot water is supplied for the utilization in hostel. Solar street lamping system has been installed.

2. *Biogas plant* has been installed at the back side of hostel mess for waste and also to produce the gas at which is used as cooking fuel i.e. sustainable energy sources.

3. *Senor Based Energy Conservation* – Water level sensor is used in overhead water tanks. In the campus, ground water is pumped up to overhead tanks using water pumps which are controlled

by electric motors. Automatic water level controller for overhead tanks that switches on/off the pump motor when water in the tank goes below/above the minimum/maximum level.

4. *Use of LED bulbs/power efficient equipment* – The CFL fittings with higher rating wattage are replaced with LED fittings with lower wattage with the same luminous level in street lights and other possible areas of campus. Energy star certified products are installed in air conditioners, microwave, refrigerators, ceiling fans and other in the campus.

Maintenance Procedure

1. The solar water collector shall be properly cleaned by the removal of dust formation and it must be monitored by the estate office staff.
2. Biogas plant shall be maintained clean and monitored for the level of gas production by the maintenance team in estate office.
3. The automatic water sensors are periodically monitored by the estate office team and ensure the proper functioning of the setup.
4. In the campus, all CFL bulbs will be replaced by LED in phased manner and it is maintained by the Estate Office.
5. Maintenance of energy efficient equipment such as air conditioners and refrigerators must be done periodically for the proper working of the system.

16.2 POLICY DOCUMENT ON WASTE MANAGEMENT

E.G.S Pillay Engineering College, waste management policy articulates promise to reducing its environmental impacts through effective waste management and sustainable practices in converting waste to resource. The campus strives to realize sustainable and holistic waste management essential and reducing its foot print and providing a safe and healthy work environment for teaching and non-teaching employees, students, visitors and stake holders.

1. Committed for obtaining a zero-waste plan thus obtaining its Eco-friendly status through the policy of "reduce, reuse and recycle".

2. Reuse and Recycling – the recyclable material like plastic, tin, glass, metals, paper and others shall be handed over to the external agencies.

3. Avoiding and Minimizing the Generation of Waste – organizing awareness program for waste management through various club activities.

4. Segregation of Solid Waste at Source – biodegradable and non-biodegradable wastes are segregated and handed over separately as mentioned in solid waste management.

5. The bio-gas produced from food waste, decomposable organic material and kitchen waste, consisting of methane is alternative fuel for LPG.

6. Composting pit is used to manage the biodegradable waste that could not be put into bio gas plants.

7. Reducing the paper wastes through relying more on electronic devices at all levels including governance, examinations, admission and finance. E-governance shall be ensured to implement innovative strategies and these by reduce paper waste in the campus.

8. Reduce E-waste to maximum with proper maintenance, before moving on to replace and recycle stage.

9. The institute has a sewage treatment plant to recycle the waste water. This plant treats the waste water and makes it fit for use in watering plants and trees.

10. Canteen effluents are discharged through concealed soak pits to recharge ground water.

11. Standard operating procedures are followed for disposal of hazardous chemicals collected from the laboratories.

12. Microwave tissue incinerator, sharps and needles destroyer, Autoclave are used to treat the biomedical waste.

13. Sanitary napkin incinerator is installed in the girl's hostel to facilitate disposal of sanitary napkins.

14. The campus is provided into training on legislation, hazardous, compliance and the policy, by conducting waste management awareness programme throughout the year. All the students, faculty members, staff contractors and stakeholders are made aware of the policy.

16.3   POLICY DOCUMENT ON WATER CONSERVATION

Purpose

To regulate water conservations, sustainable management and utilization of water resources effectively.

Policy Details

The objectives of the policy:

1. **Ensure Continuous Water Supply** – The Institute ensures adequate and reliable water supply by implementing continuous transmission and automated distribution systems throughout the campus.

2. **Reduce Wastage of Water**– Inside the Institution, waster wastage is reduced by checking and sealing the leaks, placing pressure reducing valves, flow restrictors and aerator taps on necessary locations.

3. **Recycle The Waste Water**– The Institute (water recycling or water reclamation) reclaims the water from a variety of sources then treats and reuses it for beneficial purpose such as irrigation, groundwater replenishment, gardening, and environment restoration. Water reuse can provide alternatives to existing water supplies and be used to enhance water security, sustainability, and resilience.

4. **Rain Water Harvesting** – The Institution collects rain water from a roof-like surface and redirects it to a tank, a deep pit, a well, and a borehole to reach the water table through percolation, so that it seeps down and restore the ground water. The institution has a roof top rainwater harvesting which is used to provide drinking water, domestic water, water for livestock, and a way to replenish groundwater levels.

5. **Treat Effluents from Laboratories**– The Institution follows standard operating procedures for disposal of hazardous chemicals collected from the laboratories.

6. **Sewage Treatment Plant Process** – The Institute has a sewage treatment plant to recycle the waste water. This plant treats the waste water and makes it fit for reuse in watering plants and trees. Also, to protect the surrounding environment from raw sewage discharge.

7. **Store Water**– The Institute has storage structures to avoid occurrences of water scarcity and to store excess runoff during period of heavy rain.

8. **Awareness About Water Conservation**– The awareness program has been organized at all levels of the society about the importance of saving water and to cope with its scarcity and

ensure sustainability, the institution conducts awareness programmes to students to improve water conservation.

16.4 POLICY DOCUMENT ON THE GREEN CAMPUS

Scope

E.G.S. Pillay Engineering College has adopted many green cover initiatives, there by embellishing the eco-friendly ambience of the campus. Faculty members, staff members and students are directed to prevent pollution, avoid wastage of water and conserve energy by adopting various sustainable measures for the wellbeing of individual and society.

Objectives

Green initiatives implemented within the campus are:
- Enriching greenery inside the campus by planting saplings.
- Sustaining a clean environment by practicing 3R's approach (Reduce, Reuse and Recycle).
- Stimulating the creativity of the students to craft art piece from solid waste.
- Involvement of students in various environmental awareness programme like Swachh Bharat Abhiyan, SwachhtaPakhwada and Swachhta Hi Seva.
- Maintaining rainwater harvesting system and recharging pits/wells to meet the increasing demand of water.
- Usage of environment-friendly products such as paper, cloth and jute bags.
- Diminishing the amount of single use items like plastics, coated paper cups and straws.
- Strive to increase waste diversion by recycling waste water, all papers, cardboard, metals, e-waste, bottles, plastics and cans.
- Production of biogas from food scraps and human excreta to minimize LPG fuel consumption at hostel kitchen.
- Improvisation of energy saving process by installation of solar panels, solar water heaters, LED bulbs and sensor based systems within the campus.
- Promotion of natural lighting inside the classrooms and hostel.
- Turning off lighting and appliances in unoccupied rooms.
- Switching over to e-transaction and maintaining paperless ambience.
- Encouraging students to volunteer for clean upon campus.
- Creating awareness among staff and students to reduce CO_2 emission through the usage of bicycles and battery powered vehicles.
- Furnishing waste collection points and specific guidelines for disposal of waste.

16.5 POLICY DOCUMENT ON ENVIRONMENT AND ENERGY USAGE

Our college develops sensitivity and responsibility in implementing green concepts in the campus. The creation and preservation of green campuses is vital, so promoting knowledge about green practises among students and stakeholders is essential. EGS Pillay Engineering college maintains solid waste management, recycling of water, disposal of sewage and waste materials including papers, plastics, electronic and biomedical wastes etc. Effective water management is done to ensure optimal utilization of resources available in the surrounding areas towards future welfare of the community. Institute performs the following practices towards establishment and maintenance of green campus.

➢ **Landscaping with trees and plants**

 We create a clean environment by planning a significant number of trees   and plants so that it plays a great role as earth's lungs in regulating the CO_2 emission.

➢ **Save Water Save Life**
- Closure of taps when not in use and frequent inspection of valves is encouraged to detect leaks.
- Rainwater harvesting and drainage recycling for drip and sprinkle irrigation are performed.

➢ **Use of Bicycle / Battery Powered Vehicles**

Our college is always ingenious in minimizing the consumption of non-renewable energy by encouraging staff and students to use the bicycle, battery-powered vehicles , public transport and carpooling.

➢ **Waste Management**
- Installation of a biogas plant to convert food waste into biogas is there to reduce LPG consumption.
- Awareness on the importance of waste management to the stakeholders is created.
- Promotion of paperless work reduces the waste generation.

➢ **Pedestrian – Friendly Pathways**

Pedestrian –friendly pathways are abounded with noticeable logos/sign boards in our campus.

➢ **Ban on Use of Plastic**
- NSS is committed in making the campus plastic –free.
- Single –use plastics are prohibited in all classrooms, laboratories, canteens and dorms.

➢ **Save Energy**
- The power management features on the computer and monitor lowering power consumption is adopted.
- The use of alternative energy systems such as solar energy, energy saving star labelled equipment, sensor – based switches for street and corridor light bulbs, LED or compact fluorescent light bulbs is promoted.

- Regular maintenance and replacement of equipment is carried out to ensure long –term durability.
- Turning off lights, fans and ventilations in conference rooms, classrooms and labs is emphasised when not in use.
- The maximal use of daylight for indoor illumination and natural ventilation is fortified.
- The energy performance levels in consistent basis are monitored and evaluated.
- Optimum temperature setting of air conditioners and water coolers is fine turned.
- The involvement of faculties, non –teaching staff, students a housekeeper in the creation of the institute as an energy saving model is stimulated.
- Faculty members are encouraged to obtain certification as certified environment and energy auditors and managers to conduct periodic internal audit.

16.6 POLICY FOR THE DISABLED FRIENDLY

E.G.S Pillay Engineering College is against all kinds of discriminations on any grounds including disability. E.G.S Pillay Engineering College intends to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students, or any employees are not distraught or treated unfavorably. The college aims to design its programs, administrations, and activities accessible to all students. All the authorities of E.G.S Pillay Engineering College are striving in order to forward a helping hand towards the differently-abled so as to make sure about the benefits of grounds programs, administrations, and activities. These guidelines apply to all the faculty members and staff members.

The institutional policy ensures an environment of inclusive education by providing and creating awareness on the needed amenities extended to the Persons with Disabilities. The institution aims

- To promote and foster an ambience that encourages positive, informed and unprejudiced attitude towards Persons with Disabilities (PWD).
- To prohibit discrimination against individuals with physical and mental disabilities as per Rights of Persons with Disabilities Act 2016.
- To promote an inclusive learning, teaching and working environment where disabled students and staff feel advantaged and treated favorably.
- To plan programmes, services and activities accessible to and usable by PWD.
- To provide equal opportunities for development and assistance in the learning process apart from regular class hours.
- To conduct awareness programmes for all faculty members, non-teaching staff members and students on issues of accessibility.
- To provide guidance and counselling through the professional counsellor on campus.
- To provide Information Brochure dealing with available facilities and examination procedures pertaining to them.
- To ensure buildings, toilets, laboratories and libraries are barrier-free and safely accessible.
- To ensure that the PWD are securing the benefits of campus program
- To ensure that the Examination Section accommodates their needs like providing Scribe and has issued guidelines and regulations regarding exams by our institution.

- To ensure that a person for the Disabled guide and monitor the facilities and measures extended to the PWD.
- To ensure that the class room for the PWD are allocated in the ground floor and easy access of the laboratory.
- To ensure that the buildings, restrooms, laboratories, libraries, etc are barrier free and accessible for all type of differently-abled persons.

ANNEXURE A

MAIN AGENDA FOR DEPARTMENT STAFF MEETING
Meeting – at the beginning of financial year

1. Annual budget preparation

2. Plan proposal for equipment and consumable purchase.

3. Proposal for development works in the department.

Meeting – at the beginning of academic year

1. Additional faculty requirement for odd and even semesters

2. Proposal for students' educational tour.

3. Proposal for purchase of books for library.

4. Proposal for faculty development programme.

5. Proposal for annual stock taking.

6. Proposal for industrial/local visits.

7. Proposal for guest lectures.

8. Proposal for placement and training for final year students.

9. Preparation of department academic calendar.

Meeting -Before the commencement of a semester

1. Requirements of laboratory record and observation note books to students.

2. List of text books to be made available for students in the canteen & book store.

3. Identification of organisations for local visits.

4. Identification of experts for guest lectures.

5. Work load allotment to faculty members.

6. Review of department records maintenance.

Meeting- During a semester.

1. Review of test results and attendance.

2. Review of syllabus coverage

3. Review of laboratory experiment coverage

4. Scheme for retests and coaching classes for academically weak students.

5. Review of class work records.

6. Arrangement of local visits and guest lecture.

7. Maintenance of laboratories.

ANNEXURE B

TIME SCHEDULE FOR IMPORTANT ACTIVITIES

1.   The H.O.D and the faculty members shall complete the following activities as per the schedule given below.

2.   The local industrial visits shall be completed within 30 days from the date of the commencement of the semester.

3.   The syllabus coverage of the theory courses shall be as follows. If needed, special classes shall be arranged.

  i. Unit I   – 15th Working day from the commencement of the semester

 ii. Unit II   – 30th Working day from the commencement of the semester.

iii.Unit III – 45th Working day from the commencement of the semester.

iv.Unit IV   - 60th Working day from the commencement of the semester.

 v. Unit V   – 75thWorking day from the commencement of the semester.

4.   The educational tour shall be arranged within 45 days from the commencement of the semester.

5.   Final year project report shall be submitted **15 days** before the examination date by the students to the H.O.D.

6.   Every student shall complete a minimum of one experiment in the laboratory class and complete the record during every week in a semester. If necessary, special classes shall be arranged.

7.   The laboratory manual shall be prepared by the concerned faculty member and given to the student one week before the commencement of the semester.

8.   All consumables and non-consumables required for the conduct of the laboratory classes shall be procured 15 days before the commencement of the semester by the lab in-charge.

ANNEXURE C

GUIDELINES FOR AVAILING CASUAL LEAVE

1. As a general rule Casual leave should be availed only after obtaining sanction from the competent authority.

2. The specific reason for availing the Casual leave should be mentioned in the leave letter. The general remarks such as personal work, domestic work, not well etc. should not be mentioned as a reason.

3. Leave should be availed only after making alternative arrangements through a teacher handling subject for the same class.

4. For sick and hospitalization and unexpected emergency, the staff member can avail the eligible leave with information to the concerned HOD over phone and class work be arranged by phone. In such case they should submit the leave letter on the first day of reporting to the College. If they fail to do so, the absence will be treated as Extra-ordinary Leave (EOL) and the salary will be deducted proportionally to the working days in that month. The HOD should specify clearly in the leave letter whether the staff member has satisfied the norms for availing CL.

5. Informed CL is allowed only once in a month at the discretion of the Principal or else informed leave will be treated as EOL.

6. Only one day CL is allowed per month on prior sanction and all other kinds of leave in a month are treated as EOL.

7. There is no restriction to avail accumulated CL during vacation or study holidays or University practical / theory examination period. During this period, the suffix, prefix and intervening holidays can be availed, subject to the condition that such leave including holidays should not exceed more than 10 days at a time. If it exceeds, the entire period of leave will be treated as EOL

8. If he / she applies for CL or EOL on a working day preceding a short declared holidays (holidays of short duration, less than 7 days) or week end holidays and reports for duty after availing the holidays, the intervening holidays will be treated as permission, if prior permission is obtained from competent authority or else the holidays will be treated as EOL.

9. When a leave is applied and sanctioned all absenteeism succeeding and preceding will be treated as EOL along with the date for which leave has been applied and sanctioned.

10. If a faculty joins duty in the second fortnight of a month then he / she is not eligible for CL for that month under consideration.

11. All un-availed casual leave will be permitted to be encashed at the end of thecalendar year.

12. Alternative arrangements for class workhave to be done compulsorily by the faculty who avails the leave, beforehand without causing disturbance for the class work.

13. If a faculty attends the college on all the working days in a semester without availing any leave, he/she will be paid 3 days salary and he/she can availed 3 days CL.

ANNEXURE D

SUGGESTIONS FOR GOOD TEACHING

1. Revise the subject topics for at least 1 hour in your room before going to the class. Write down the points to be covered in the class and use the same to teach.

2. Do not take the text-book to the classroom and read or dictate from the book to the students.

3. Always be on the stage near the board and talk facing the students. Raise your voice such that the students at the back benches are able to hear you.

4. Make the students compulsorily to occupy the front benches and leave the back benches vacant so the students can hear you better.

5. Write down the topics to be covered on the black board neatly and teach in that sequence.

6. Ensure that you have driven home the points. A simple feed back will give you a clear picture.

7. A pep talk at intervals and a piece of advice will go a long way to develop the students' overall skills.

9. Attract the students attention towards your teaching by sequencing the topics correctly and using simple language to present them.

10. Never go to the classroom empty handed. Always carry one or two sheets of prepared notes or lecture notes.

11. Write down important principles, derivations, worked out examples on the board neatly and ask the students to take them down in their note books.

12. In the last 10 minutes, give an overview of the topics covered and dictate probable questions.

13. Plan your lessons by giving lecture notes and citing the page number in the textbook.

14. Do not accept on any account to take the class of your colleague if he is present in the college.

15. Refer standard text books. Always discuss with your colleagues in case of doubts.

16. Be always student friendly and use pleasing language.

17. Give weak end assignments compulsorily and ensure that the students complete the same.

18.   Whenever guest lectures are arranged, the relevant subject teachers should make it a point to attend. This will go in a long way to understand the teaching   method from an   experienced professor.

19.   If a student in the class is indifferent, do not ignore him. Pay special attention to all such students and interact with them during your teaching session.